



PPF-1744

Seat No. 2239

B. C. A. (Sem. II) Examination

April / May - 2016

BCA - 204 : Communication Skills - II

Time : 3 Hours]

[Total Marks : 70

- 1 (a) Write an application for the post of Lab Assistant in Som Lalit Institute of Computer Application, Ahmedabad. **6**

OR

- (a) Write an application for the post of a lecturer in Smt. S.B. Patel BBA college, Visnagar. **6**
(b) Write an application to the Manager of Bank of Baroda, Gandhinagar for Home loan. **6**

OR

- (b) Write an application to the Manager of ICICI, Patan demanding vehicle loan for purchasing a new car. **6**
(c) Write an application to the class moderator for a week leave as you are going to attend your cousins marriage. **6**

OR

- (c) Write an application addressing your principal demanding original certificates as you have applied for visa. **6**

- 2 (a) Fill in the gaps choosing the right option : **4**
(1) He is coming _____ Delhi. (of, from, for)
(2) He died _____ cancer. (for, of, with)

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[Contd...

- (3) Mobile is lying _____ a purse and a key.
(between, among, into)
- (4) They did not go _____ college yesterday.
(to, off, for)
- (b) Make abstract nouns from the following : 2
poor, grow, choose, think.
- (c) Fill in the blanks using appropriate pronouns : 3
- (1) My father is a doctor. I like _____ nature.
(him, his, he)
- (2) We work _____.
(ourselves, themselves, yourself)
- (3) They invited _____ in function.
(me, I, mine)
- (d) Do as directed : 4
- (1) Kajal did not take the exam.
(Make positive)
- (2) He can drive the car.
(make yes / no type interrogative question)
- (3) Does she do yoga ?
(make negative)
- (4) Raj will help you.
(make 'wh' question using 'how')
- (e) Fill in the blanks using appropriate conjunction : 4
- (1) Do not write _____ I tell you.
(till, until)
- (2) I like _____ tea _____ coffee. I never drink
(neither...nor, either...or)
- (3) He is _____ a teacher _____ a good human being.
(whether....or, not only...but also)
- (4) I saw him _____ I was going to the market. (when, while)

3 (a) Translate the following paragraphs from English into Gujarati.

5+5=10

- (1) Bollywood actress Kajol has been chosen to be a part time member of the Prasar Bharati. Her name was finalised by a committee headed by Vice President Hamid Ansari. Other than Kajol, the committee has also chosen Shashi Shekhar Vempati, a former Infosys employee and head of an online media company as another part-time board member.
- (2) Karnataka's Malpe beach became India's first beach to provide free 24/7 WiFi service to visitors as the telecom company BSNL launched the facility on Sunday. The service is available for free usage for 30 minutes per number and 4G speed can be accessed. BSNL will be paid Rs. 1 lakh quarterly for providing the service from the state's department of Tourism.

(Source : In shorts News App)

(b) Read the passage and make a precis of it : 8

Most of the girls belonging to poor families do not go to school in rural areas. When asked, their parents say that they want their daughters to be educated. They stay home because their parents believe that the kind of education government offers is not appropriate for their daughters, or because they feel the risks are too great. Those by their fellow students, or teachers, or by strangers as they walk down to school. These pressures are central to low enrolment and retention of girls. Poverty also plays its part. If their clothes are torn, girls from poor families will stay at home. In such cases, they are forced by the demands of modesty and propriety.

- 4 (a) Give five tips for passing successful interview. 5

OR

- (a) What points are important in group discussion while discussing the topic. 5
- (b) Write a dialogue between two friends about *Anamat* (Reservation) in our country. 6

OR

- (b) Write a dialogue between two senior citizens regarding climate change. 6
- (c) Write a dialogue between two friends about a movie they have seen recently. 6

OR

- (c) Write a dialogue between two students about the exam preparation. 6