



KY-1404

Seat No. _____

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

April/May – 2013

**BCA - 204 : Communication Skills
(New Course)**

Time : 3 Hours]

[Total Marks : 70

- 1 (a) A well established private limited company 6
needs an experienced computer operator for
data entry. Draft a suitable application for the
said post.

OR

- (a) Write an application for the post of a 6
clerk-cum-typist in a local bank of your town.
(b) Write an application to the manager of 6
Axis Bank, Gandhinagar as you want home-
loan for purchasing a new house.

OR

- (b) Write an application to the manager of 6
Central Bank of India, Idar demanding
vehicle-loan for purchasing a new car.
(c) Write an application on behalf of a student 6
to the principal of a college demanding leave
for five days.

OR

- (c) Write an application to the Principal of your college demanding original certificates as you have applied for passport. **6**
- 2** (a) Fill in the gaps choosing the right option. **4**
- (i) My younger brother goes to school _____ bus. (by, in)
- (ii) Don't disturb him. He is busy _____ his work. (with, in)
- (iii) The old man was suffering _____ cancer. (of, from)
- (iv) He fell _____ the well. (in, into)
- (b) Make nouns from the following : **2**
- prepare, behave, travel, punish
- (c) Fill in the blanks using appropriate pronouns : **3**
- (i) He told _____ to leave. (we, us)
- (ii) I advised _____ to learn sincerely. (his, him)
- (iii) I know the boy _____ parents are blind. (whom, whose)
- (d) Do as directed : **4**
- (i) A mother cannot forget her children. (make interrogative)
- (ii) They watched a movie yesterday night. (make negative)

(iii) If you play well, we shall win. (make negative)

(iv) She likes indoor games very much. (make interrogative using 'what')

(e) Fill in the blanks using appropriate conjunctions from the list given below : 4

(i) _____ she is clever, she is not honest.

(ii) He is clever_____ not hard working.

(iii) _____ you do not work hard, you will not pass.

(vi) Time _____ tide wait for none.
(if, but, though, and)

3 (a) Translate the following passage either into Gujarati or Hindi. 8

Gujarat is my state. It is on the western side of India. The capital city of state is Gandhinagar. There are many big cities in Gujarat. Each city has its peculiarity.

Most of them have their history. Ahmedabad was founded by Ahemad Shah. Vadodara was developed by Gayakwad. Bhavnagar was developed by Bhavsinhji, Porbandar is known as the birth place of Mahatma Gandhi. Gujarat has given great leaders like Gandhiji and Sardar Patel. In

Gujarat there are many big rivers, like the Narmada, the Tapi, the Sabarmati and the Mahi. There are many popular temples and places of pilgrimage in Gujarat like Ambaji, Somnath, Dwarka, Palitana, Girnar etc. Girnar is also known for lions. Gujarat is rich in its cultural heritage. I like my state very much.

- (b) Read the passage carefully and answer the 10 questions that follow.

Swami vivekanand was once in a small village. Thousands of people came to him and asked him different type of questions. He was so busy with them that he did not get time to eat. None cared about his food and rest. That night when people went away a poorman went to Vivekanand and said, "Swamiji, I am greatly pained to see that you are hungry and tired". The poor man had a strong desire to help him, but he was not in a position to do so as he was an untouchable. Moreover, he feared that if king knew that the cobbler had given food to Swamiji, he would be driven away from the Kingdom. Swamiji told him not to be afraid of anything. The cobbler brought bread because his heart was full of love and pity. Swamiji took the bread and ate it. He found that it tasted better than the sweets in a King's palace.

Questions:

- (i) Why was the cobbler much pained ?
- (ii) What prevented the cobbler from helping Swamiji ?
- (iii) How did Swamiji enjoy the poor man's food?
- (iv) What did the cobbler fear ?
- (v) Why could Swamiji not get time to eat?

4 (a) Choose the right option and rewrite the sentence : **6**

- (i) _____ is the most important element in an oral interview.
 - (a) Dressing
 - (b) Self-confidence
 - (c) Voice
- (ii) An interview is a _____ type of process.
 - (a) mental
 - (b) psychological
 - (c) physical
- (iii) _____ is more complex and time-consuming technique in decision making.
 - (a) Brain storming
 - (b) Nominal group technique
 - (c) Delphi technique

(iv) Decisions taken in group are _____ in nature.

(a) autocratic

(b) democratic

(c) aggressive

(v) Para-language means_____

(a) the voice of our speech

(b) the voice of animal

(c) the voice of other speech

(vi) _____ is one of the best qualities of a participant in group discussion.

(a) To be aggressive

(b) To have patience

(c) To be assertive

(b) (i) What are the two main categories of group discussion ? **5**

OR

(i) Mention any three tips for attending interview. **5**

- (ii) Write a dialogue between a passenger and the clerk sitting at the inquiry counter at the railway station. **6**

OR

- (ii) Write a dialogue between two friends about a movie they have just watched. **6**
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