

PART-I

Very Short Answer Type Questions (Attempt all questions of Part-1. Each question is of 2 marks. Maximum Limit for each question is upto 40 words.)

(10x2=20)

- I
- What is meant by "Barriers in Communication" ?
 - Write down the three Demerits of Written Communication ?
 - What is the main principle of Good Listening ?
 - Explain the types of formal communication?
 - What do you understand by Electronic Media ?
 - Write down the differences between A Business Letter & An Informal Letter ?
 - What is Oral Communication?
 - What are the contents of a Job Application ?
 - What are the different types of presentations?
 - What is a Report ?

PART-II

II Short Answer Type Questions (Attempt all questions of Part-II. Each question is of 4 marks. Maximum Limit for each question is upto 80 words.)

(5x4=20)

- Explain the use of any four models of communication?
- What are the merits of written communication ? (Any Four)
- Explain the various types of interviews?
- What are the features of a Good Report ?
- Differentiate between Resume and C.V.?

PART-III

III. Long Answer Type Questions

(Attempt any five questions of Part-III. Each question is of 12 marks.)

(5x12=60)

- Explain in detail the 7C's of communication.

OR

What is formal communication ? Describe the Advantage and disadvantages of formal communication?

(2)

- 2) What are the different media of written communication? Discuss the merits and demerits of written communication?

OR

Write a letter to JVVNL complaining about the frequent power cut during exams in your locality?

- 3) Write a detail report on the Annual Function 2021 held in your college?

OR

Spotify the errors using Articles.

- 1) Do not make mistake.
 - 2) The Honesty is best policy.
 - 3) They made him teacher.
 - 4) There is dirty spot on table.
 - 5) We should help poor.
 - 6) I study at an University.
 - 7) He is a M.A.
 - 8) He is a right man for this job.
 - 9) He is a Honest Man.
 - 10) She is most intelligent girl in class.
 - 11) Have you had the breakfast?
 - 12) Have you finished with a work?
- 4) Explain oral communication? What are the principles of an effective oral communication. Explain its Advantages and disadvantages?

OR

What is the importance of listening? Explain its types and discuss the barriers of listening?

- 5) Write a Job Application to apply in Google India for the position of a Software Developer?

OR

What do you mean by Visual Presentation?

Write down the advantages and Disadvantages of Project Presentation?

103/133

Gen. Eng.

B.C.A. (Part-I) EXAMINATION - 2022

101763

GENERAL ENGLISH

Time Allowed : Three Hours

Maximum Marks : 100

Answer of all questions (short answer as well as descriptive) are to be given in the main answer-book only. Answer of short answer type questions must be given in sequential order. Similarly all the parts of the one question of descriptive part should be answered at one place in the answer-book. One complete question should not be answered at different places in the answer-book.

No supplementary answer-book will be given to any candidate. Hence the candidates should write the answer precisely in the main answer-book only.

Write your roll number on question paper before start writing answer of questions.

Question paper consists of Three parts.

All three parts are compulsory.

Part-I : (Very short answer) consists of 10 questions of 2 marks each. Maximum limit for each question is upto 40 words.

Part-II : (Short answer) consists of 5 questions of 4 marks each. Maximum limit for each question is upto 80 words.

Part-III : (Long answer) consists of 5 questions of 12 marks each with internal choice.

PART - I

Each question is of 2 marks.

Word limit for each answer is 40 words.

1. Answer the following.

10x2=20

- (a) Frame two sentences using modal 'Ought' and 'Must'.
- (b) What is a good communication ? Write with examples.
- (c) What is the difference between formal and informal communication ?
- (d) Frame two sentences using 'AND' and 'BUT'.
- (e) What are the types of letters ?
- (f) Make two sentences using the prefix 'im'.

- (g) What is the difference between CV, Resume and Bio-data ?
- (h) What is a Business Report ?
- (i) Change the voice of the sentences. (any 4)
 - (i) The girls are playing Ludo.
 - (ii) Children were writing a novel.
 - (iii) Jill had attended the Lecture.
 - (iv) I have visited Museum.
 - (v) Subodh have learnt English.
 - (vi) They have been writing a Report.
- (j) Write a short note on the process of communication.

PART - II

Each question is of 4 marks.

Attempt any five

Word limit for each answer is 80 words.

5x4=20

- 2. Write a letter to the Sales Manager of Dell ordering Software and Hardware items for your company.
- 3. What do you understand by Electronic Media ? Explain.
- 4. Write any five Guidelines an interviewee must follow.
- 5. What are the advantages of Visual Presentation ?

OR

What is the difference between Report, Letter and Presentation ?

- 6. What are the merits and demerits of written communication ?

OR

What is Art of Listening ? Explain types of Listening along with examples.

PART - III

Each question is of 12 marks.

Attempt any five

Draw comprehensive sketches wherever necessary.

5x12=60

- 7. Define Application and its types. Write a note on its form and content along with a draft.

OR

Frame 12 (twelve) sentences using following conjunctions :

And, but, or, nor, yet, so, because, since, when, what, as, so, that, either, neither.

- 8. What is the importance of listening also explain its barriers ?

OR

Write a letter on the yearly academic activities held in your campus.

9. Your campus organised an exhibition-cum-sale of the items prepared under work experience certificate by your Department students. There was an overwhelming response from the public. Prepare a report in 100-125 words for the local daily as a coordinator of your Department, BCA.

Choose the correct form of verb that agrees with the subject.

- (a) Sparrow (fly/flies) in the sky.
- (b) None (know/known) the dilemma, I have been into.
- (c) Neither (is/are) correct.
- (d) Where (is/are) the scissors ?
- (e) Jack (doesn't/don't) know the answer.
- (f) Ritesh and Suresh (is/are) in the campus.
- (g) The Prime Minister, together with his wife, (greet, greets) the press cordially.
- (h) Police (has/have) come.
- (i) Economics (is/are) interesting subject.
- (j) Your trousers (are/is) at the laundry.
- (k) The committee (is/are) considering the budget right now.
- (l) Each (talk/talks) on the matter.

10. Draft Curriculum Vitae along with job application.

OR

Frame any six sentences using any adjectives.

11. What are the 7'C in communication ? Also give examples.

OR

Define Adverbs along with examples and its types.

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