

First Year B.C.A (Semester - I) Examination
Paper - 15BCA106
Communication Skill - I

Time : Three hours]

[Full Marks - 60

- N.B. :** i) All questions are compulsory
ii) Use Blue/Black ink/refill only for writing the answer book.

- Q.1 a) Fill in the blanks with an appropriate article or preposition 3
i) Is there ____ bus to Nagpur ?
ii) This is ____ best book in Library
iii) He sat ____ a tree.
- b) Fill in the blanks using the correct form of the verb, given in brackets. 3
i) I ____ to the doctor tomorrow. (go)
ii) This is the best evidence the victim ____ (produce)
iii) The bag looks heavy. I ____ you. (help)
- c) Give the synonyms for the following. 2
i) Bane ii) Freedom
- d) Give the antonyms for the following. 2
i) Spend ii) Modern
- e) Correct the following sentences. 2
i) Swim is a good exercise
ii) Sachin scored two hundreds runs.
- Q.2 a) State which type the following sentences belong to. 3
i) The house is on fire !
ii) Is he coming today ?
iii) Please give me water.
- b) Identify the clause used in the following sentences. 3
i) The boys who won awards were praised
ii) I will never forget the day on which I won the medal

- c) Do as directed. 6
- i) She is reading the book.
(Change the voice)
- ii) I ____ (consider) it wise to keep aloof.
(Use correct form of verb)
- iii) My friend did not attend the class that day.
(Add a question tag)
- iv) My father asked him, "Why did you take your car to the garage?" (Change the narration)
- v) He is too weak to complete his work.
(Rewrite sentence using 'So ----- that')
- vi) No sooner had I reached the station that the train arrived.
(Rewrite sentences using as soon as)

- Q.3 a) Write an application letter for the post Assistant Professor in English in senior college. 6
- b) Prepare a C. V. for the same. 6

OR

- Q.4 a) Write an application letter for the post of Assistant Manager wanted in a reputed company. 6
- b) Prepare a CV of a candidate who wants to join an advertising company. 6

- Q.5 Write short notes on 12
- a) Notice
- b) Agenda
- c) E-mail

OR

- Q.6 a) Draft a memorandum by the principal of a college to the clerk warning him to use less papers. 6
- b) Write a formal invitation to a neighbour asking him to join for tea-party. Draft acceptance as well as rejection reply. 6

- Q.7 Write short note on 12
- i) Non Verbal Communication
- ii) Body Language

OR

- Q.8 Write in detail channels of written communication 12
