

**First Year B.C.A (Semester - II) Examination**  
**Paper - 15BCA114**  
**Communication Skills - II**

Time : Three hours]

[Full Marks - 60

- N.B. :**
- i) *Due Credit will be given to neatness and adequate dimensions.*
  - ii) *Assume Suitable data wherever necessary.*
  - iii) *Illustrate your answer if necessary, with the help of neat sketches.*
  - iv) *Use Blue / Black ink only for writing the answers.*

- Q.1 a) Read the following passage carefully and write your response or comment in about 100 words. 6

Education is not an end, but a means to an end. In other words, we do not educate children only for the purpose of educating them, our purpose is to fit them for life. As soon as we realise this fact, we will understand that it is very important to choose a system of education which will really prepare children for life. It is not enough just to choose the first system of education one finds, or to continue with ones old system of education without examining it to see whether it is in fact suitable or not.

In many modern countries, it is thought that - by free education for all, one can solve the problem of society and build a perfect nation. But free education for all is not enough. We find in such countries a large number of people with degrees than jobs for them to fill. Because of their degrees they refuse to do what they think 'low' work.

But we have to only think a moment that the work of a completely uneducated farmer is for more important than that of a professor, we can live without education, but we die if we have no food.

In fact, when we say that all of us must be educated we mean that all of us must be educated in such a way that, firstly, each of us can do what ever job is suited to his brain and ability, and secondly, that we can realise that all jobs are necessary to society, and that it is very bad to be ashamed of one's work, or to scorn someone else's. Only such a type of education can be called valuable to society.

b) Attempt a precis of the above passage. 6

Q.2 a) Use the other forms of the given verbs in sentences of your own. 4

- |                 |               |
|-----------------|---------------|
| i) to lay       | ii) to attend |
| iii) to present | iv) to watch  |

b) Change the voice. 4

- i) We demand an enquiry
- ii) A nurse looks after this little girl.
- iii) The special commandos surrounded the building
- iv) Switch off the light.

c) Use the following phrases in sentences of your own. 4

- i) carry on
- ii) get into
- iii) hold to
- iv) run away

Q.3 a) Draft a notice on behalf of the principal of the college regarding blood. Donation camp. 6

b) Draft an agenda by secetary of Manohar Eye Hospital regarding free eye camp. 6

OR

Q.4 a) Draft the minutes of the meeting of the Board of directors. 6

b) Write the format of Fax-message. 6

Q.5 a) Draft an official report on decline of scale of tiles. 6

b) As the retailer, draft a letter to allied sales corporation, Delhi ordering some bottles of lubricating oil. 6

OR

Q.6 a) Draft a newspaper report on, 'Communial riots in Koregaon' 6

b) Draft a sales letter to promote sell of washwell washing maching. 6

Q.7 a) Write short note on :- 'Audio-Visual Aids' 6

b) Write short note on :- 'Preparation for an Interview' 6

OR

Q.8 a) What are barriers of communication ? Write the types of barriers to communication. 6

b) Write a personal response on any one of the following in 100 words. 6

- i) Importance of New Technology
- ii) Cyber Crime
- iii) Health is wealth