

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

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

You hit the gym to improve your fitness not to pick up sickness. But with the combination of sweat, humidity, shared equipments and confined spaces, health clubs can be hot beds for germs. From the common cold to hepatitis A to Novovirus, there could be dozens of bacteria and viruses lurking in, on and around your favourite workout gear-some of which can live for days on hard surfaces. A study published in the "Clinical journal of sports medicine" found that 63% of works out equipment was contaminated with rhinoviruses, which are known to cause the common cold as well as upper and lower respiratory tract infections.

This doesn't mean you should stop going to the gym- the benefits far out weigh the risks. With the right awareness and precautions, you can still get you sweat on without pringing home any unwelcome companions. The first step to avoidning gym germs is knowing where they live. Some of their favourite health club hangouts along with precautions to be taken will help you to get rid of them.

- b) Attempt a precis of the above passage. 6

- Q.2 a) Use the other form of the given verbs in sentences of your own 4
 i) to propose
 ii) to interpret
 iii) to finalize
 iv) to passify
 b) Change the voice. 4
 i) The cat jumped at the rat.
 ii) She had boarded the train.
 iii) The child comforts its mother.
 iv) The thief was caught
 c) Use the following phrases in sentences of your own (Any Four) 4
 i) to depend on
 ii) on behalf of
 iii) pave the way for
 iv) come to terms with
 v) to get rid of

- Q.3 a) Draft a notice on behalf of programme officer about the NSS camp of your college. 6
 b) Write a short note on Minutes and mention its format. 6

OR

- Q.4 Write short notes on 12
 a) Preparation of Agenda with its format
 b) e-mail

- Q.5 a) Write a letter ordering goods for your showroom. 6
 b) Write a news paper report on the cricket match you have witnessed. 6

OR

- Q.6 a) Write a sale letter. 6
 b) Write a report on the decline of sale of sports cycles. 6
 Q.7 Write short notes on 12
 a) Business letters
 b) Advantages of fax messages.

OR

- Q.8 a) What are the different Audio-Visual aids available what are their uses. 6
 b) Write on any one of the following in about 100 words. 6
 i) Terrorism
 ii) Disadvantages of Mobile phones.
 iii) Importance of women for a better society
