

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) Due credit will be given to neatness and adequate dimensions.
 - iii) 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) She is ____ naughty girl.
 - ii) He bought ____ umbrella.
 - iii) ____ poor are always poor.
- b) Fill in the blanks using the correct form of the verb, given in brackets. 3
- i) When he fell down, he ____ to the hospital (take)
 - ii) The child seems hungry. Hope you ____ her something to eat. (give)
 - iii) Mohan was feeling sick, still he ____ to talk to me. (want)
- c) Give synonyms for the following. 2
- i) help
 - ii) prevent
- d) Give antonyms of the following. 2
- i) usual
 - ii) legal
- e) Correct the given sentences. 2
- i) She is my closest friend
 - ii) Father will came early.

- Q.2 a) State to which type, the following sentences belongs to. 3
 i) She has gone abnormal !
 ii) Why are you crying ?
 iii) Please let me have some more.
- b) Identify the clause used in the following sentences. 3
 i) A teacher is someone who teaches students.
 ii) She told the child how sad she is.
 iii) Mother had given her food which she must eat.
- c) Do as directed. 6
 i) Students were taught by the teacher.
 (Change the voice)
 ii) The boy did not pass the exam.
 (Add a question tag)
 iii) If you do not study, you will not pass the exam.
 (Use unless)
 iv) He said, "Tom, Why are you late" ?
 (Change the narration)
 v) The tea is too hot to drink.
 (Rewrite using so..... that)
 vi) They have always cried.
 (Make negative)
- Q.3 a) Draft an application for the post of marketing manager in a reputed company. 6
 b) Prepare a C. V. for the same. 6

OR

- Q.4 a) Write an application for the post of system analyst in a reputed company. 6
 b) Wanted a smart and dynamic manager for a multinational company. Apply to : Director, Microsoft, Hinjewadi, Pune 6

- Q.5 a) Draft a notice as NSS programme officer of your college, regarding students participation in the literacy rally. 6
 b) Write a formal invitation to a friend inviting him for a party. Draft a formal reply accepting/ declining the invitation. 6

OR

- Q.6 a) Draft a telegram in 20 words. (Including address) informing your teacher why you cannot attend college on 14th August. State your problem. 6
 b) Write an e-mail to famous satyam computer, asking for details about latest laptops. 6
- Q.7 Write short note on.
 i) Business communication 6
 ii) Importance of oral communication. 6

OR

- Q.8 Elaborate Non-Verbal communication and E-mail communication. 12
