

Shri C. J. Patel College Of Computer Studies, Visnagar.
BCA – SEM – 1 CS-1 UNIT – 4 AND 6

1.	_____ is the person who notices and decodes and attaches some meaning to a message (A) receiver (B) driver (C) sender (D) cleaner	A
2.	Reading is usually known as..... (A) Decoding (B) Encoding (C) Talking (D) Written	A
3.	Message is any signal that triggers the response of a _____. (A) receiver (B) driver (C) sender (D) cleaner	A
4.	Our day to day reading is usuallu done in.... (A)Extensively (B) Recalling (C) Loudly (D) Silently	D
5.	The different types of letter used for printing is usually in.... (A)Fronts (B) Verb (C) Fonts (D) proper	C
6.	In the business letter what comes first in their structure.... (A)Heading (B) Salutation (C) Footer (D) Cohesion	A
7.	For writting of apology letter in which thing we concentrate..... (A)Words (B) Comprehensive (C) Problem (D) Retification of problem	D
8.	The Language for report writting is usually..... (A)Casual (B) Formality (C) Loose (D) Formal	D
9.	Which is used before 'hour'.... (A)The (B) A,The (C) An,The (D) A, An	D
10	The person which transmit message is known as..... (A)Driver (B) Cleaner (C) Receiver (D) Sender	D
11	The response to a sender's message is called _____ (A)food bank (B) feedback (C) food (D) back	B
12	_____ context refers to the relationship between the sender and the receiver (A) social (B) physical (C) cultural (D) chronological	A
13	_____ context refers to the similarity of backgrounds between the sender and the receiver. (A) physical (B) social (C) chronological (D) cultural	D
14	When there is similarity of background between the sender and the receives such as age, language nationality, religion, gender then this is called _____ context. (A) social (B) cultural (C) physical (D) dynamic	B
15	Letter, e-mail telephone are examples of _____ (A) message (B) feedback (C) channel (D) encoding	C
16	The person who transmits the message is called the ____ (A) Sender (B) Gives (C) Taker (D) Receiver	A
17	Proper nouns always begin with _____letters (A) Running (B) Capital (C) Small (D) Numerical	B
18	_____nouns require capitalization only if they start the sentence or are part of a title (A) Common (B) Proper (C) Abstract (D) Collective	A
19	Once the message is encoded in a desired format it is transferred through a medium called _____ (A) Channel (B) Medium (C) Media (D) Way	A

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20	The information which is transferred to the receiver has to be interpreted this process is called ____ (A) Encoding (B) Decoding (C) Opening (D) Closing	B
21	A positive statement (in a question tag) takes a _____ tag. (A) Negative (B) Positive (C) Question (D) Answer	A
22	Semantic market are the links between two ____. (A) Words (B) Phrases (C) Clauses (D) Sentences	D
23	Reading comprehension means understanding a ____ text. (A) Oral (B) Written (C) Usual (D) Audio	B
24	Reading is a _____ process. (A) Encoding (B) Listening (C) Decoding (D) Talking	C
25	When we read shorter texts like research papers for specific detailed information we read slowly & with a lot of concentration, this is called ____ reading. (A) Intensive (B) Extensive (C) Detailed (D) Short	A
26	Most of our day-to-day reading it done ____ (A) Loudly (B) Extensively (C) Intensively (D) Silently	D
27	_____ is to relate the content to that previous and future learning of the subject (A) Review (B) Reading (C) Recalling (D) All	C
28	_____ Is nothing but checking whether we have followed the earlier stages promptly and efficiently (A) Review (B) Reading (C) Recalling (D) All	A
29	Different types of letters used for printing are called _____. (A) Fonts (B) Fronts (C) Both (D) None	A
30	_____ is a technique that involves changing a text-matter so that it is similar to the main source. (A) Note – taking (B) Paraphrasing (C) Summarizing (D) Precs writer	B
31	Effective paraphrasing avoids the risk of _____. (A) Changing (B) Noting (C) Copying (D) Plagiarism	D
32	____ Means linking words and phrases together so that the whole text is clear and readable. (A) Cohesion (B) Joining (C) Conjunctions (D) Junctions	A
33	In the structure of the business letter what comes first. (A) Reference (B) Date (C) Salutation (D) Heading	D
34	76. In the writing of an apology letter, concentrate on (A) Problem (B) Compensation (C) Rectification of problem (D) Words	C
35	Is the vital part of the letter which to as good as wishing the person. (A) Salutation (B) Enclosure (C) Subject (D) Reference	A
36	A circular or notice may be issued by only _____ designated for the purpose (A) Peon (B) Clerk (C) Typist (D) Officer	D

37	Reading for information may be both ____ and ____ (A) Internal, external (B) Internal, outer (C) Inside, external (D) Inner, outer	A
38	Professional reading is done when you need to continue _____ and _____ to develop thinking skills (A) Learning, studying (B) Learning, speaking (C) Reading, speaking (D) Speaking, listening	A
39	When we read aloud our concentration is divided between ____ and ____ (A) Listening (B) Hearing (C) Reading (D) Speaking (1) A, B (2) B, C (3) C, D (4) D, A	3

1. Difference between the reading of a general article and journal article.
2. Explain technique for good comprehension.
3. What is skimming and scanning.
4. Explain SQ3R reading technique.
5. What is reading? Explain different purpose of reading.
6. Why are the FOUR C's important?
7. Write Essentials of good writing.
8. Write down steps to writing essay.
9. Write a leave request letter.
10. What is report explain type of report.