

Roll No.

Total No. of Questions : 5]
(2042)

[Total No. of Printed Pages : 4

**BCA (CBCS) RUSA IInd Semester
Examination**

3744

COMMUNICATIVE ENGLISH

Paper : BCA-0202

Time : 3 Hours]

[Maximum Marks : 70

Note :- Attempt *five* questions in all. Part-A is compulsory.
Select *one* question each from Parts B, C, D and E.

Part-A

1. (A) Do as directed :

- (i) The training (be) going on for
more than a month.

(Fill in the blank with the correct
form of the verb)

- (ii) Taxes have to be paid

(Fill in the blank with an
appropriate adverb)

- (iii) Two people are needed to carry this
..... carton.

(Fill in the blank with a suitable adjective)

CH-711

(1)

Turn Over

- (iv) Give a synonym of the word 'assist'. Use the synonym in a sentence to convey a meaning slightly different from 'assist'.
- (v) Make a sentence with the idiom 'blessing in disguise' to bring out its meaning.
- (vi) "It was a pleasant surprise."

(Rewrite the sentence in the
exclamatory form)

- (vii) A notice is the formal invitation to members entitled to attend the meeting.

(State whether True *or* False)

- (viii) The minutes of resolution record the brief discussions of the meeting.

(State whether True *or* False)

- (ix) Active listening is part of telephone communication.

(State whether True *or* False)

- (x) is the interpretation of body language communication.

(Fill in the blank)

1×10=10

(B) Answer the following in **25-50** words each :

- (i) What are the important steps in writing a precise ?
- (ii) Write an agenda for a meeting of the Environment Club in your institution.
- (iii) Write a short note on two-way communication.
- (iv) Explain any *one* important feature of effective communication.
- (v) What is the purpose of group discussion ?

4×5=20

Part-B

10 each

2. Rewrite the following passage using the correct tenses of the underlined words :

There ^{are} is many kinds of laziness, but they can all be ^{sorted} sort into three principal types. The first is ^{wanted} want only to eat well, sleep well, and ^{do} does as little as possible. The second leads us to ^{abandons} abandons the race before we have even cross the starting line. The third ^{know} know what really matters in life but is constantly put it off to later, while devote itself to other less important things.

Abhinash -

Or

Rewrite the following passage in active voice :

The thief was caught by the police. Recovery of the items he stole was made from him by the police. He was sentenced to three years imprisonment by the judge. The crime he committed was regretted by him, but one cannot undo what is done.

Part-C

10 each

3. Write a letter of complaint to a furniture company for supplying defective chairs to your department.

Or

Write a paragraph on the 'Importance of Skill Development'.

Part-D

10 each

4. Write a note on the basics of effective communication.

Or

Write the minutes of a meeting held to discuss the gender policy of your organisation.

Part-E

10 each

5. What are the important features of effective presentations ?

Or

Define Interview. What are the various types of Interviews ?