

Roll No.

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D-3837

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B. C. A. (Part I) EXAMINATION, 2020

(New Course)

COMMUNICATION SKILLS

(BCA-106)

Time : Three Hours]

[Maximum Marks : 80

Note : Attempt all questions.

Unit—I

1. (a) Fill in the blanks with modals : 5
can, could, may, might, shall, should, will must *or* dare
(i) We aim at noble goals. (desirability)
(ii) he be so foolish as to behave like this ?
(possibility)
(iii) They.....gladly accept the offer. (willingness)
(iv) How.....you insult him. (presence of courage)
(v) you prosper and live long ! (blessing)
- (b) Complete the sentences given below by using ought to, should *or* must : 5
(i) You..... not to be late for your classes.
You be in the class on time for lectures.
(ii) There is no other offer. I accept this job.

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- (iii) Itbe ready now.
(iv) The parents..... know the details of their children.
(v) You be starving.
- (c) Convert the following simple sentences into compound sentences : 5
(i) Besides being clever, he is hardworking.
(ii) In spite of his riches, he is unhappy.
(iii) He must leave early to catch the train.
(iv) Being lazy, he failed.
(v) Her helpful nature attracted many friends.
- (d) Convert the following simple sentences into complex sentences : 5
(i) The work was done in my presence.
(ii) On being punished, he cried.
(iii) He has promised to help you.
(iv) My father saw a blind man.
(v) I will get ready, wait till then.

Unit—II

2. (a) Convert the following sentences to Passive Voice (any *ten*) : 10
(i) He made a remarkable speech.
(ii) You must obey the traffic rules.
(iii) We eat fruits every day.
(iv) Let him learn his lesson.

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- (v) People always respect teachers.
 - (vi) My friend is cooking the food.
 - (vii) I am not cutting a tree.
 - (viii) Raj employed three hundred men.
 - (ix) They had not won the match.
 - (x) Did they not enjoy the magic show ?
 - (xi) She has taken a cup of tea.
 - (xii) They have defended him.
- (b) Combine the following pairs of sentences by using too followed by an infinitive : 5
- (i) Time is so precious. We cannot waste it.
 - (ii) The sum is very difficult. She cannot solve it.
 - (iii) He is weak. He cannot walk without help.
 - (iv) The tea is hot. I cannot drink.
 - (v) The officer is very busy. You cannot meet him.
- (c) Change the following Affirmative sentences into Negative sentences : 5
- (i) Always speak the truth.
 - (ii) He is the cleverest man in the town.
 - (iii) She is richer than I.
 - (iv) It is raining.
 - (v) Mother will cook the food.
- (d) Convert the following sentences to Indirect speech (any ten) : 10
- (i) The teacher said, "The Earth goes round the sun."
 - (ii) He said, "I studied English".
 - (iii) She said, "My ring is stolen".

- (iv) She said to Arun, "Your work is neat".
- (v) The beggar said to us, "Give me some money".
- (vi) Daniel said, "Things will get better".
- (vii) Meera said to me, "What are you doing" ?
- (viii) "We shall go on a holiday" he said to me.
- (ix) Jyoti said, "I will pass the exam."
- (x) Nidhi said to Nisha, "I like your dress".
- (xi) Mani told me, "I have seen this movie".
- (xii) She said, "I am tall".

Unit—III

3. (a) Write a letter to the Principal of your college requesting him to issue a duplicate Identity Card. 5

Or

Write a letter to your friend requesting him to attend your Birthday Party.

- (b) Write a report on the oath taking ceremony in your college. 5

Or

Write a report on Environment Pollution in your town.

Unit—IV

4. Make a Precis of the following passage : 5
- A proper consideration of value of time inspire habits of punctuality. Punctuality is the politeness of kings, the diety of gentleman, and the necessity of business. It is one of the ways in which we know our personal respect for those whom we called upon to meet in the business of life. An

appointment is a contract and he who does not keep it, is guilty of breaking faith. The person who is careless about time will be careless about business and he is not a person to be trusted in matters of importance. The unpunctual man is a general disturber of other's peace and security. Everybody with whom he has to deal is thrown from time to time in a state of fever. He is systematically late, regular only in his dealing, tells upon a system, always arrives at his appointment after time : gets to the railway station after the train has started, and posts his letters when the box has been closed. But the persons habitually behind time are as habitually behind success.

Unit—V

5. Read the following passage carefully and answer the questions given below : 15

Gandhiji was not against machines. He believed that a machine is good if it serves man, but it is harmful when it seeks to master him. He was against the large scale use of machine, because he wanted to utilize the immense man power and cattle power of India. He was completely in favour of village and cottage industries so that people could employ their own resources to improve their economic conditions. Gandhiji was a believer in self-dependence so that people might not rely on British and foreign aid for their prosperity. The revival of hand-spinning and hand-weaving industry in their country shook the foundation of the British Empire. Another reason of Gandhi's dislike for machines was that large scale production has the tendency of concentrating wealth in a few hands.

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Questions :

- (i) Why did Gandhiji dislike machines ?
- (ii) Why was Gandhiji in favour of village industries ?
- (iii) What was the attitude of Gandhiji towards machines ?
- (iv) What did hand-spinning and hand-weaving do for the country ?
- (v) Give the meaning of the following :
 - (a) Empire
 - (b) Immense
 - (c) Cattle