

B.C.A. (Part-I) Semester-II (Old) Examination**2ST6 : COMMUNICATION SKILLS (Old)**

Time : Three Hours]

[Maximum Marks : 50]

Note :- All questions are compulsory.

1. (a) Read the following passage carefully and write your response or comment in about 100 words :

Very often we begin something with a lot of enthusiasm, but we lose our sense of purpose and direction along the way, and end up leaving things incomplete or poorly done. Motivation is that which propels us towards a goal. It is the reason why we do something, and indeed, do it well. It is therefore very important to keep oneself motivated.

How does one become motivated –or, more importantly, stay motivated through the course of something ? Choose goals, tasks, projects, and occupations that interest you, that you are passionate about. If you are interested in your job, in your field, in your goal, then you will do whatever it takes to be excellent at it. You won't think twice about putting in extra efforts and longer hours, or about making necessary sacrifices, if you love what you do.

What if a goal or a task has been thrust upon you, and is not of your choosing ? If you can find even one thing about your situation in life, be it at the workplace or at home, to be excited about, then you will find dealing with that situation easier and you will be able to execute necessary tasks to the best of your abilities. Connect the goal or task to something that has meaning for you, something that is relevant to your personal goals or ideals. This will help you stay motivated. Break up larger goals or tasks into smaller ones. Track your progress, and celebrate each milestone. All this will feed your desire to achieve your goal, and thus keep you motivated.

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- (b) Attempt a precis of the above passage. 5
2. (a) Use the other form of the following verbs in sentences of your own :

- (i) to draw
(ii) to watch
(iii) to respect.

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- (b) Change the voice :

- (i) Vidya gave Maria a present
(ii) Give him some money.

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- (c) Use the following phrases in sentences of your own :

- (i) on the table
(ii) for a while
(iii) against all odds
(iv) at times
(v) push back.

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3. (a) Attempt a paraphrase of the following poem :

A week ago I had a fire,
To warm my feet, my hands and face;
Cold winds that never make a friend,
Crept in and out of every place.
Today, the fields are rich in grass,
And buttercups in thousands grow;
I'll show the world where I have been
With gold-dust seen on either shoe.
Till to my garden back I come,
Where bumble-bees, for hours and hours
Sit on their soft fat, Velvet bums,
To wriggle out of hollow flowers.

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- (b) Write in about 100 words, your views on any **one** of the following :

- (i) Failures are the stepping - stones to success.
(ii) All that glitters is not gold.

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4. (a) Write a letter to your friend congratulating her on her admission to a medical college.

OR

Write a letter to a bank manager about a change in address.

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- (b) Write a report on tree plantation week in your college.

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5. (a) Give one word substitute for the following :

- (i) a person who loves his/her country.
(ii) a person aged between thirteen and nineteen.

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- (b) Write a short note on any **one** of the following :

- (i) Barriers of Communication.
(ii) Importance of Communication Skills.

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- (c) Write a personal response on any **one** of the following in about 100 words :

- (i) Women's empowerment.
(ii) The Swacch Bharat Abhiyan.

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