

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

Time : 2.30 Hours]

[Maximum Marks : 50]

Note :—Attempt all questions.

1. Attempt any **one** of the following in about **100** words : 5
- What are the most common forms of forgetfulness ?
 - Comment on the ironic twist in the story, 'The Gift of Magi'.
2. Attempt any **one** of the following in about **100** words : 5
- Describe the central idea of the poem 'Father Returning Home'.
 - Summarise, in your own words, the poem "Where the Mind is Without Fear".
3. Do as directed : 10
- A huge crowd was present for the match. (Identify the underlined parts of speech)
 - He wrote with _____ pencil. (Use appropriate article)
 - Sudha sits _____ Saroj and Usman. (Use appropriate preposition (position))
 - Amit is watering the plants. (Use Past Continuous Tense)
 - Hasina speaks Marathi and English. (Change into an interrogative sentence)
 - I am your friend. (Add a question tag)
 - Seema reads a novel. (Change the voice)
 - Child (Add suffix)
 - Major (Give antonyms)
 - Large (Give synonyms)
4. Answer the following in about **100** to **120** words :
- You are Saloni Meshram. Write a letter to your friend inviting him for the inauguration of your 'Bright Computer Classes'.

OR

You are Salim Khan. Write a letter to your younger sister Fatema informing her about the summer vacation you spent in Agra. 5

- You are Dr. Sanjay Raut, Star College, Amravati. Write a letter to Prof. Vijay Singh, Adarsha College, Dhamangaon Rly., inviting him as a guest to deliver a talk on "New Education Policy".

OR

You are Jitu Pawar, resident of Tara Nagar, Paratwada. You are facing problems of waste water drainage. Write a letter to the MNC Commissioner complaining about the same. 5

5. Answer the following in about **100** to **120** words :

- (i) You are Umar Pathan. You have recently purchased a Samsung Mobile on Amazon.com. It is a defective piece and has voice-related problems. Write an email to the Manager, Amazon.com regarding your complaint and the replacement of the defective mobile piece.

OR

You are Sahil Tiwari, Manager Sun Book Depot. Write an email to Vikas More, Manager, Shine Book Depot, Akola for placing order of 400 copies of Oxford Dictionary. 5

- (ii) You are Dr. Swapnil Jagtap, Principal, Tompe College, Chandur Bazar. Write memoranda to inform the staff members about the changed college timings and new dress code to be implemented in the session 2023-24.

OR

You are Dr. Vinod Rathi, K. M. College, Nagpur. Write a memo to the staff members regarding the conduction of Gadge Maharaj Death Anniversary Programme. 5

6. Write a short note on any **one** of the following : 5

- (i) Interview Techniques
(ii) Group Discussion.

7. Write a paragraph in about **100** words on any **one** of the following : 5

- (i) Advantages and disadvantages of Smart Phones
(ii) No pain no gain.