

## Code : 303101

### BCA 1st Semester Theory Examination, 2017 Communicative English

Time : 3 Hrs

Full Marks : 60

Instructions :

- (i) There are **Seven Questions** in this paper.
- (ii) Attempt five questions in all.
- (iii) **Question No. 1 & 2 are compulsory.**
- (iv) The marks are indicated in the right side margin.

Give one word for the following :  $2 \times 6 = 12$

- (i) That through which light can not pass.
- (ii) A Government by the mob.
- (iii) Rule by the Church.
- (iv) A soldier who kills for money.
- (v) A position for which no money is paid.
- (vi) One who works for free.
- (vii) One who donates his wealth for the well being of the society.
- (viii) A general pardon given to offenders.
- (ix) A cure for all diseases.
- (x) A person in charge of a museum.

### 2. Answer any three of the following:

- (i) Discuss on the structure and layout of a business letter.
- (ii) What is communication ? Discuss communication as process.
- (iii) Differentiate between a notice and a memorandum.
- (iv) Differentiate between a resume, biodata and curriculum vitae.
- (v) What is a technical proposal. Discuss in brief.

### Answer any three questions of the following: $3 \times 12 = 36$

- 3. What is a report ? Discuss on the different types of reports.
- 4. Write an essay on "Cell phones should be banned in colleges not exceeding 250 words. <http://www.akubihar.com>
- 5. There is a vacancy for the post of junior executive in ITC company. Draft your resume along with a cover letter for the post.
- 6. Write a brief note on the growth of Mr. Rahul Bajaj as a successful businessman of India.
- 7. What traits would you like to inculcate in yourself after reading about Mr. N.R. Narayan Murthy.

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