

**Code : 303101**

**BCA 1st Semester Exam., 2024**

**COMMUNICATIVE ENGLISH**

Time : 3 hours

Full Marks : 60

**Instructions :**

- (i) The marks are indicated in the right-hand margin.
- (ii) There are **SEVEN** questions in this paper.
- (iii) Attempt **FIVE** questions in all.
- (iv) Question Nos. 1 and 2 are compulsory.

1. Choose the correct answer (any six) :  $2 \times 6 = 12$

- (a) Which of the following is non-verbal communication?
- (i) Facial expression
  - (ii) Appearance
  - (iii) Posture
  - (iv) All of the above

- (b) The handshake that conveys confidence is
- (i) limp
  - (ii) firm
  - (iii) loose
  - (iv) double
- (c) Which of the following is the permanent records for business?
- (i) Business letters
  - (ii) Ledgers
  - (iii) Production reports
  - (iv) All of the above
- (d) The body of a letter is divided into \_\_\_\_\_ part/parts.
- (i) 1
  - (ii) 2
  - (iii) 3
  - (iv) 4
- (e) A common fallacy about manager is that he must be
- (i) loud
  - (ii) flamboyant
  - (iii) drinker
  - (iv) All of the above

- (f) The response to a sender's message is called
- (i) food bank
  - (ii) feedback
  - (iii) food
  - (iv) back
- (g) Letter, e-mail, telephone are the examples of
- (i) message
  - (ii) feedback
  - (iii) channel
  - (iv) encoding
- (h) The message may be misinterpreted because of
- (i) barriers
  - (ii) distortions
  - (iii) distractions
  - (iv) All of the above
- (i) In oral communication, the speaker can observe the listener's \_\_\_\_\_ to what is being elated.
- (i) reaction
  - (ii) response
  - (iii) rejection
  - (iv) reset

- (j) In oral presentation outside your organization, you must first give the audience a \_\_\_\_\_ of your organization.
- (i) flashback
  - (ii) background
  - (iii) front view
  - (iv) forward view

2. Answer the following short answer-type questions (any three) : 4×3=12

- (a) Write briefly what is known as situational conversation.
- (b) What is meant by reporting letter? Explain briefly.
- (c) Rearrange any four of the following word clusters to make meaningful sentences :
- (i) rainwater/flooding/helps/harvesting/in/chances of/reducing
  - (ii) storm/helps/also/better/water/it/water management/in
  - (iii) plant growth/in/storing/rain-water/can/help/improving

(iv) is/from/stored/natural and/ pollutants/rainwater/free/man-made

(v) out/the/street/earthquake/another/on/people/came/fearing

(d) What is communication? Describe the process of communication.

3. Write short notes on any two of the following :  $6 \times 2 = 12$

(a) Seven C's of good communication

(b) Barriers to communication

(c) Importance of communication in business <https://www.akubihar.com>

(d) Language as the most important tool of communication

4. Do as directed :

(a) Use the following phrasal verbs in meaningful sentences :

(i) Carry out

(ii) Keep on

(iii) Make out

(b) Use the following idioms in meaningful sentences :

(i) Black and white

(ii) A fool's paradise

(iii) To pick a quarrel

12

5. (a) Suggest one word for the following :

(i) One who compiles a dictionary

(ii) A place where money is coined

(iii) The science of reasoning

(iv) The art of beautiful handwriting

(b) Use the following pairs of words in meaningful sentences :

(i) Bridal-Bridle

(ii) Curbs-Kerbs

(iii) Precede-Proceed

12

6. Given below is a list of words. Fill in the blanks with words of the same sound but with different spellings and meanings : (caste, right, eight, fair, no, berth)

12

(a) She was \_\_\_\_\_ in a wicked role in that film.

- (b) The \_\_\_\_\_ from Ahmedabad to Delhi by train has increased.
- (c) I told him that I \_\_\_\_\_ the director very well.
- (d) I can \_\_\_\_\_ with left hand too.
- (e) They were very happy at the \_\_\_\_\_ of their daughter.
- (f) Yesterday Ramesh \_\_\_\_\_ lunch with Geeta.

7. Write an essay, in about 200 words, on any one of the following : 12

- (a) Commercialization of sports
- (b) Computer and human life

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