

Code : 303101**BCA 1st Semester Exam., 2022****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 & 2** are compulsory.

1. Answer the following as directed (any six) :
 $2 \times 6 = 12$

- (a) The dog or the cats _____ (is/are) outside.
(Choose the correct answer and fill in the blank)
- (b) George and Tamara _____ (doesn't/don't) want to see that movie.
(Choose the correct answer and fill in the blank)
- (c) One of my sisters _____ (is/are) going on a trip to France.
(Choose the correct answer and fill in the blank)
- (d) Use the word 'address' both as a verb and a noun in sentences of your own.

(e) My grandparents _____ (live) in the same house since 1995.

(Fill in the blank by the correct form of the verb)

(f) The President said, "The unions have taken a hostile stand this year, and production has been hit by repeated strikes".

(Change the sentence in indirect speech)

(g) What is the purpose of a memo?

(h) What is an informational interview?

(i) Define proposal.

(j) What is group discussion?

2. Answer any three of the following : $4 \times 3 = 12$

- (a) You are Alok, living at 15, Mansarovar Garden in Delhi. Write a letter to the Police Commissioner, complaining about the rising incidents of chain snatching and pick-pocketing in your area.
- (b) Write a letter to your father describing a recent cricket match in which your side won.
- (c) Write a letter to the editor of a newspaper highlighting any four problems of commuters in city buses.

- (d) How do you draft a memo? Detail with an example.
- (e) Differentiate between reports and minutes. Mention their purposes.
3. Write an essay on the impact of social networking sites on youngsters. 12
4. English can very well be a universal medium of communication. Justify the statement. 12
5. Indian Oil Corporation needs managers for its branch offices in North India. Send your resume to the HRD Manager, Indian Oil Corporation, 208, Kasturba Marg. New Delhi-110011. 12
6. Write the minutes of the meeting conducted by the NSS officer in connection with the NSS camp, which is to be organized shortly in the nearby village. Give details of the date, time, venue, members who attended, topics discussed and the other details of the camp. 12
7. Suppose you are the manager of a company. Write a report on a fire accident that occurred in your company. 12
