

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) : $4 \times 3 = 12$

- (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/rainwater/can/help/improving

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(5)

- (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

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(Turn Over)

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(6)

- (b) Use the following idioms in meaningful sentences :-
(i) Black and white
(ii) A fool's paradise
(iii) To pick a quarrel
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
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, fajr, no, berth) 12
- (a) She was ____ in a wicked role in that film.

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- (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
