

BCA 1st Semester Exam., 2021

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 option/Answer the following questions (any six) : 2×6=12

- (a) Shaking and vibration at the surface of the earth is
- (i) efficiency
  - (ii) fiscal
  - (iii) disaster
  - (iv) earthquake

- (b) To force somebody to do something is
  - (i) observe
  - (ii) oblige
  - (iii) object
  - (iv) obvious
- (c) Give one word for 'a post without remuneration'.
- (d) Give one word for 'one who totally abstains from alcohol'.
- (e) Make the nouns from 'arrive'.
- (f) Identify the error in the statement, "He signed upon the application form".
- (g) Add prefix to word 'comfort' to make antonym. <https://www.akubihar.com>
- (h) Write the following sentence in passive voice :  
"Ram delivered a wonderful speech."
- (i) Write a synonym for the word 'tycoon'.
- (j) I would \_ \_ (advice, advise) extreme caution.

( 3 )

2. Answer any *three* of the following : 4×3=12

(a) What are the important 'C's for effective communication?

(b) What do you understand by selective listening? Explain it with an example.

(c) What is the importance of logical connectors or 'transition' words in business writing?

(d) What is memo? What purpose does it serve?

(e) What would be your answer to an interview question "Why should I select you for this post"?

3. What are the advantages and disadvantages of e-mail? Compare e-mail with voice-mail. 12

4. Describe listening and discuss the characteristics and importance of good listening. 12

5. What is the purpose of business writing? Identify the most critical business writing problems. 12

( Turn Over )

( 4 )

6. You want to buy some electronic devices for your organization. Write a letter of inquiry to the seller. 12

7. Assume you want to apply for the post of a manager in a bank. Write an application for the same along with your resume. (Do not write your name.) 12

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