

2022 (New)
BCA – 1st SEMESTER
ENGLISH COMMUNICATION
AECC1-EC

Full Marks : 75
Pass Marks : 30
Time : 3 hours

The figures in the right margin indicate full marks.

A) Answer all questions.

[1x10=10m]

(1) Change the voice:-

- i) You must look into this matter.
- ii) His pocket has been picked.
- iii) The residents celebrated the Independence day.

(2) Make sentences of the following idioms:-

- i) To beat the air.
- ii) To cry wolf.
- iii) To keep one's head.

(3) Correct the errors and rewrite the following sentences:-

- i) John has three scissors.
- ii) Have you ate your lunch?.
- iii) We had desert after lunch.
- iv) It's a nice day.

B) Answer Any 5 (five) questions.

[5x2=10m]

(1) What is Group discussions?

(2) What is intonation?

Contd.....2/-

(3) What is close reading?

(4) What is a report?

(5) What is an effective communication?

(6) Write the differences between stress syllable and sentences stress.
Give an example.

(7) How do you plan a report?

(8) Write any two theories of communication?

C) Answer Any 5 (five) questions.

[5x5=25m]

(1) Write the differences between verbal communication and non-verbal communication.

(2) What are the factors involved in interpersonal communication?

(3) Why is listening skills important?

(4) Elaborate the skills required for comprehension reading?

(5) How do you summarize a text?

(6) What would you include in the cover page of a business report?

(7) What are the uses of note-taking?

(8) Compare summary and paraphrase by giving similarity and differences.

D) Answer any 3 (three) questions.

[3x10=30m]

(1) Discuss the barriers and strategies of communication.

(2) Write the steps to follow for paraphrasing the given text.

“Only 10% of the students who work part-time earn sufficient income to support themselves.”

(3) Explain the types of communication.

Contd.....3/-

(4) Write an application in response to the following advertisement.

URGENTLY REQUIRED

Trainee journalists for a national daily in English published from New Delhi. Should be a graduate with first class marks and good academic career. Should be conversant in English and any other Indian Language.

Apply with bio-Data to

Box – 7643

New Delhi – 110087

Email:- advert_media@gmail.com

(5) Explain the roles of a moderator and participants in a group discussions.
