

Section-E

5. What are the skills required for a group discussion ?
Or
What is the role of kinesics in communication ? 10

Re-appears

Roll No. 6160130023

Total No. of Questions : 5]
(1048)

[Total No. of Printed Pages : 4

**B.C.A. (CBCS) RUSA IInd Semester
Examination**

4028

COMMUNICATIVE ENGLISH

Paper : BCA-0202

Time : 3 Hours]

[Maximum Marks : 70

Note :- Candidates are required to attempt five questions in all, selecting one question from each Section i.e. B, C, D and E of the question paper and all the sub-parts of questions in Section-A are compulsory.

Section-A

(Compulsory Question)

I. Do as directed :

- (i) John (watch) TV every night.
(ii) While she was in India she spent all her time
..... (sightsee) historic cities.

C-660

(4)

C-660

(1)

Turn Over

(iii) An person never tells lies.

(Use adjective)

(iv) Heat (expand) cold (contract).

(Use correct tense)

(v) I (help) you if had the money.

(Use correct tense)

(vi) He (court) her for two years now.

(Use correct tense)

(vii) Loud. (Give antonym)

(viii) Funny. (Give synonym)

(ix) I did not beat her. (Change the voice)

(x) He was praised by the teacher.

(Change the voice)

10×1=10

(xi) Discuss various types of sentences. Give suitable examples.

(xii) What is a technical report ?

(xiii) Explain listening and feedback skills.

(xiv) Explain stress and intonation.

(xv) What are the barriers to effective communication ?

5×4=20

C-660

(2)

Section-B

2. Write antonym of the given word and use both the given word and its antonym in a single sentence clarifying its meaning and usage :

(i) Accept

(ii) Harmful

Or

Give meaning and make sentences using the following idioms :

(i) Add insult to injury

(ii) Beat around the bush

10

Section-C

3. Write your own sample CV.

Or

Write a paragraph on "Secularism in India" (200 words).

10

Section-D

4. What are the essential business telephone skills ?

Or

How do you organize a meeting ?

10

C-660

(3)

Turn Over

then said, "Let him buy what he wants, it's his choice that matters". "Okay", said Arun. "Thank you", said Manish with a smile.

Part-C 10 each

3. Write a letter to the customer care executive of a company regarding a fault in your computer.

Or

Write a paragraph of about 200 words on the "Importance of Sports".

Part-D 10 each

4. Write a summary of the new skills you have learnt in the current semester.

Or

Give the importance of listening and feedback for effective communication.

Part-E 10 each

5. What is group discussion? Give the main features of a successful group discussion.

Or

Explain audience analysis with examples that illustrate its importance.

CH-712

(4)

Roll No.

Total No. of Questions : 5] [Total No. of Printed Pages : 4
(1049)

**BCA (CBCS) RUSA IIInd Semester
Examination**

4386

COMMUNICATIVE ENGLISH

Paper : BCA-0202

Time : 3 Hours]

[Maximum Marks : 70

Note :- Attempt five questions in all. Part-A is compulsory.
Select one question each from Parts B, C, D and E.

Part-A

- I. (A) Do as directed :

(i) He is (drive) too fast.

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

(ii) Finish your work

(Fill in the blank with an
appropriate adverb)

(iii) The scenery enchanted the
travellers.

(Fill in the blank with a suitable adjective)

CH-712

(1)

Turn Over

- (iv) Give a synonym of the word 'strong'.
Use the synonym in a sentence to convey a meaning slightly different from 'strong'.
- (v) Use the idiom "half-baked" in a sentence to bring out its meaning.
- (vi) "How kind of you to invite us!" Rewrite the sentence in the affirmative form.
- (vii) An analytical report given conclusions and recommendations.

(State Whether True or False)

- (viii) When answering a telephone call, one should not tell one's name.

(State whether True or False)

- (ix) Communication by body movement is called
- (x) Anger is an instance of barrier to effective communication.
- (a) Psychological (b) Physical
- (c) Linguistic (d) Cultural 1×10=10

(B) Answer the following in 25-50 words each :

- (i) Write a notice for a staff meeting of a department.
- (ii) Write a brief note on the importance of preparing for a meeting.

CH-712

(2)

- (iii) In a technical report, how effective are tables in providing information ?
- (iv) Give the most important points to be considered while planning an interview.
- (v) What is a summary ? How is it different from a precis ? 4×5=20

Part-B

10 each

- 2. Rewrite the following passage using the correct tenses of the underlined words :

Gender inequality starts early and keeping women at a disadvantage. In some countries, infant girls is less likely to survived than infant boys because their parents favouring the boys and neglected the girls. Girls are more likely to dropped out of school and to receiving less education. In 1995, governments around the world sign the Beijing platform for action, promise to took action to prevent discrimination against women.

Or

Rewrite the following passage in indirect speech :

"What a lovely shirt!" said Manish. "No, it is made of cheap material," said Arun. "I like the style, I'll buy it" said Manish. "Don't. It's not of good quality. I don't think you should buy it," Arun said. Shalini

CH-712

(3)

Turn Over

Total No. of Questions : 5]
(1056)

[Total No. of Printed Pages :

BCA (CBCS) IInd Semester Examination

7073

COMMUNICATIVE ENGLISH

BCA-202

Time : 3 Hours]

[Maximum Marks : 70

The candidates shall limit their answers precisely within the answer-book (40 pages) issued to them and no supplementary/continuation sheet will be issued.

Note:- Candidates are required to attempt five questions in all selecting *one* question from each of the Sections A, B, C and D of the question paper and all the subparts of the questions in Section E which is compulsory.

Section-A

1. Do as directed :

- (a) My Dad and I (build) a model airplane together. (Use the correct form of the verb)
- (b) I scored very (poor) in the exam because I did not study. (Use correct form of the adverb)

H-68

(1)

Turn Over

Signature

- (c) The baker baked a cake for the
(Fill in the blank using an appropriate adverb)
- (d) Give the meaning of 'give up' and use it in your own sentence.
- (e) Give the antonym of 'noise' and use both the given word and its antonym in a single sentence.
- (f) All the dishes have been cooked by Gopalan.
(Change the voice)
- (g) The doctor asked him whether he was feeling better.
(Change the narration)
- (h) Did you write an application?
(Change the voice)
- (i) The train arrived the station two hours ago.
(Use appropriate preposition)
- (j) The numerical is difficult to be solved in two minutes.
(Use appropriate adverb)
- (k) They wished him good luck.
(Change the voice)
- (l) I prefer tea coffee.
(Use appropriate preposition)

H-68

(2)

- (m) It is a day. (Use appropriate adjective)
- (n) He walks
(Use correct form of the adverb) 14x1=14

Section-B

2. (a) Draw an outline for a report on the spending habits of the students studying in your college.

Or

- (b) Write a précis of the following passage and give a suitable title to the passage :
- Man is forever changing the face of nature. He has been doing so since he first appeared on the earth. Yet, all that man has done is not always to the ultimate advantage of the earth or himself. Man has, in fact, destroyed more than necessary. In his struggle to live and extract the most out of life, man has destroyed many species of wildlife: directly by sheer physical destruction, and indirectly by the destruction or alteration of habitats. Some species may be able to withstand disruptions to their habitat while others may not be able to cope.

H-68

(3)

Take the simple act of farming. When a farmer tills a rough ground, he makes it unsuitable for the survival of certain species. Every change in land use brings about a change in the types of plant and animals found on that land. When man builds a new town, this means the total destruction of vast areas of farmland or woodland. Here, you have the complete destruction of entire habitats and it is inevitable.

It follows therefore, that every form of human activity unavoidably upsets or changes the wildlife complex of the area. Man has destroyed many forms of wildlife for no reasonable purpose. They have also made many great blunders in land use, habitat destruction and the extermination of many forms of wildlife. Man's attitude towards animals depends on the degree to which his own survival is affected. He sets aside protection for animals that he hunts for sport and wages a war on any other creature

H-68

(4)

that may pose a danger or inconvenience to him. This creates many problems and man has made irreversible, serious errors in his destruction of predators. He has destroyed animals and birds which are useful to farmers as pest controllers. The tragedy that emerges is that all the killing of predators did not in any way increase the number of game birds.

Broadly speaking, man wages war against the creatures which he considers harmful, even when his warfare makes little or no difference to the numbers of those he encourages. There is a delicate predator and prey equilibrium involving also the vegetation of any area, which man can upset by thoughtless intervention. Therefore, there is a need for the implementation of checks and balances. The continued existence of these animals depends entirely on man and his attitude towards his own future.

H-68

(5)

Turn

RCA 2nd Semester

Suggestion
Suggestion
Special
Section-C

3. (a) Describe the process of communication, indicating clearly the role of each constituent element.

Or

- (b) Imagine that you are the Secretary of the Staff Association of your organization. Write a notice, giving the agenda of the first business meeting of the General Body, convened to elect the office bearers. The notice should contain the dates of nominations and withdrawals, the time and date of election and the place where it will be held.

Section-D

4. (a) What factors would you bear in mind while giving an oral presentation before a large group?

Or

- (b) What is the importance of feedback skills in effective listening? How can you get a feedback of listeners?

H-68

(6)

Silence

Section-E

5. Write short notes on any seven out of the following :

- (i) Body language
- (ii) Presentation plan
- (iii) Types of reports
- (iv) Memorandum
- (v) Preparations for a job interview
- (vi) Importance of feedback in effective communication
- (vii) Taking initiative in a group discussion.
- (viii) Dealing with nervousness while speaking in public
- (ix) Vowel sound
- (x) Define stress and intonation.

7x2=14

H-68

(7)

Has U/ Notice

clear clarity clear

Roll No. 6.211

Total No. of Questions : 5]
(2042)

[Total No. of Printed Pages : 4

**BCA (CBCS) RUSA IInd Semester
Examination**

3744

COMMUNICATIVE ENGLISH

Paper : BCA-0202

Time : 3 Hours]

[Maximum Marks : 70

Note :- Attempt *five* questions in all. Part-A is compulsory.
Select *one* question each from Parts B, C, D and E.

Part-A

1. (A) Do as directed :

- (i) The training (be) going on for
more than a month.

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

- (ii) Taxes have to be paid

(Fill in the blank with an
appropriate adverb)

- (iii) Two people are needed to carry this
..... carton.

(Fill in the blank with a suitable adjective)

CH-711

(1)

Turn Over

(iv) Give a synonym of the word 'assist'. Use the synonym in a sentence to convey a meaning slightly different from 'assist'.

(v) Make a sentence with the idiom 'blessing in disguise' to bring out its meaning.

(vi) "It was a pleasant surprise."

(Rewrite the sentence in the exclamatory form)

(vii) A notice is the formal invitation to members entitled to attend the meeting.

(State whether True or False)

(viii) The minutes of resolution record the brief discussions of the meeting.

(State whether True or False)

(ix) Active listening is part of telephone communication.

(State whether True or False)

(x) is the interpretation of body language communication.

(Fill in the blank)

1×10=10

CH-711

(2)

(B) Answer the following in **25-50** words each :

(i) What are the important steps in writing a precise ?

(ii) Write an agenda for a meeting of the Environment Club in your institution.

(iii) Write a short note on two-way communication.

(iv) Explain any *one* important feature of effective communication.

(v) What is the purpose of group discussion ?
4×5=20

Part-B

10 each

2. Rewrite the following passage using the correct tenses of the underlined words :

There is many kinds of laziness, but they can all be sort into three principal types. The first is want only to eat well, sleep well, and does as little as possible.

The second leads us to abandons the race before we have even cross the starting line. The third know what really matter in life but is constantly put it off to later, while devote itself to other less important things.

CH-711

(3)

Turn Over

Or

Rewrite the following passage in active voice :

The thief was caught by the police. Recovery of the items he stole was made from him by the police. He was sentenced to three years imprisonment by the judge. The crime he committed was regretted by him, but one cannot undo what is done.

Part-C

10 each

3. Write a letter of complaint to a furniture company for supplying defective chairs to your department.

Or

Write a paragraph on the 'Importance of Skill Development'.

Part-D

10 each

4. Write a note on the basics of effective communication.

Or

Write the minutes of a meeting held to discuss the gender policy of your organisation.

Part-E

10 each

5. What are the important features of effective presentations ?

Or

Define Interview. What are the various types of Interviews ?

Or

- (b) What is the importance of feedback skills in effective listening ? How can you get a feedback of listeners ?

14

Section-E

Compulsory Question

5. Write short notes any seven out of the following :

- (i) Effective use of Kinesics
- (ii) Vowel sounds.
- (iii) Importance of feedback in communication.
- (iv) Dealing with nervousness while speaking in public.
- (v) Role of initiative in group discussion.
- (vi) Define stress and intonation.
- (vii) Types of reports
- (viii) What is a memorandum ?
- (ix) Presentation plan.
- (x) Body Language

7×2=14

C-537

(4)

Roll No.

Total No. of Questions : 5
(1047)

[Total No. of Printed Pages : 4

**B.C.A. (CBCS) RUSA IIInd Semester
Examination**

3758

COMMUNICATIVE ENGLISH

Paper : BCA-202

Time : 3 Hours]

[Maximum Marks : 70

Note :- Candidates are required to attempt five questions in all, selecting one question from each of the Section-A, B, C and D of the question paper and all the sub-parts of the questions in Section-E which is compulsory.

Section-A

1. Do as directed :

- (i) He (speak) to me about this matter earlier. (Use the correct form of the verb)

C-537

(1)

Turn Over

(ii) He walks
(Use correct form of the adverb)

(iii) It is a day.
(Fill in the blank using an appropriate adjective.)

(iv) Give the meaning of the idiom 'blessing in disguise' and use it in your own sentence.

(v) Give the antonym of 'peace' and use both, the given word and its antonym in a single sentence.

(vi) Did you warn him ? (Change the voice.)

(vii) He said, "What is the matter ?"
(Change the narration)

(viii) They wished him good luck.
(Change the voice)

(ix) I prefer tea coffee.
(Use appropriate preposition)

(x) His writing is so bad that I can
read it. (Use appropriate adverb)

(xi) All the dishes have been cooked by Gopalan.
(Change the voice)

(xii) The train arrived the station two
hours ago. (Use appropriate preposition)

(xiii) The doctor asked him whether he was feeling
better. (Change the narration)

(xiv) Did you write an application ? $14 \times 1 = 14$
(Change the voice)

Section-B

2. (a) Distinguish clearly between an informational
and interpretive report.

Or

(b) Write a paragraph on Role of Media' in
Democracy. (200 words) 14

Section-C

3. (a) What are the barriers to effective listening?

Or

(b) What techniques will you use to handle difficult
calls ? 14

Section-D

4. (a) What are the various types of barriers to
communication in a professional organization ?
How can these be removed ?