

Bachelor of Commerce (Computer Application) (B.C.C.A.) Semester—I (C.B.C.S.)
Examination
ENGLISH—I
(Communication Skills)
Compulsory Paper—1

Time : Three Hours]

[Total Marks : 80

N.B. :— All questions are compulsory.

PART—A

N.B. :— (1) Each question carries **2** marks.
(2) Answers to questions **5, 6, 7** and **8** should not be more than **5** lines each.

1. (a) The ship sank in _____ Red Sea.
(b) He is _____ honourable man.
2. (a) Taj Mahal is _____ most beautiful monument in the world.
(b) He is _____ MCA.
3. Rewrite the following sentences using the correct punctuation :
(a) I went to meet him on monday.
(b) She hasn't done her work.
4. Correct the following spellings :
(a) Truely
(b) Abble
(c) Yeild
(d) Irrelevant.
5. You are the Secretary of Students' Council, R.K. College, Pune. Draft a notice informing students about a meeting to be held for forming an organising committee for the Sports Week to be held in the college.
6. What is non-verbal communication ?
7. Write at least 2 measures that should be taken for becoming a good listener.
8. What is communication ?

2×8=16

PART—B

N.B. :— (1) Each question carries **3** marks.
(2) Answers to questions **5, 6, 7** and **8** should not be more than **10** lines.

1. Fill in the blanks with a suitable preposition :
 - (a) God has been kind ____ me.
 - (b) It has been hot ____ yesterday.
 - (c) He died fighting ____ his country.
2. Change the following sentences to indirect speech :
 - (a) My mother said to me, “Are you going to school today ?”
 - (b) Pinki asked her teacher, “May I go to the library ?”
 - (c) He said to me, “I don’t believe you.”
3. Give abbreviations for the following terms :
 - (a) Annual General Meeting
 - (b) Bachelor of Arts
 - (c) Calorie.
4. Correct and rewrite the following sentences :
 - (a) The luggage were very heavy.
 - (b) You should not refuse good offers when it comes your way.
 - (c) Every employee have a copy of the notice.
5. Write an e-mail to your friend to convey your greetings and wishes on the occasion of Diwali.
6. What is body language ?
7. How can an interviewee make a positive impression on the interviewer ?
8. What are the advantages of oral communication ? $3 \times 8 = 24$

PART—C

N.B. :— Answer should not be in more than **400** words for **5** marks questions and **600** words for **10** marks questions.

1. (a) Differentiate between syllables, vowels and consonants. 5
(b) Describe the speech mechanism. 5
2. (c) Write the characteristics of language. 10

OR

2. (a) Write a letter of enquiry asking for a quotation to a firm which deals in sports goods and equipment. 5
(b) Write a letter inviting your friend to a trip to Goa. 5

OR

(c) Write an application letter with a resume for the post of Sales Manager at Tata Motors, Nagpur. 10
3. (a) Write a summary of the following passage. Give a suitable title to the precis.

A great part of Arabia is desert. Here there is nothing but sand and rock. The sand is so hot that you cannot walk over it with your bare feet in the day time. Here and there in the desert are springs of water that come from deep down under the ground – so deep that the sun cannot dry them up. These springs are few and far apart but whenever there is one, trees grow tall and graceful, making a cool, green, shady place around the spring. Such a place is called an oasis. The Arabs who are not in the cities live in the desert all the year round. They live in tents that can be put up and taken down very easily and quickly so that they can move from one oasis to another, seeking grass and water for their sheep, goats, camels and horses. These desert Arabs eat ripe, sweet figs and also the dates that grow upon the palm trees; they dry them, too, and use them as food all the year round. 5

(b) Write a paragraph on “Healthy Habits”. 5

OR

(c) Write an advertisement for general display in newspapers promoting your classes for Spoken English. 10
4. (a) Write a short story with a moral. 5
(b) What are some of the important tips for effective communication ? 5

OR

(c) Write an essay on the topic “Environment in danger.” 10