

Roll No.

Total No. of Questions : 5]
(2034)

[Total No. of Printed Pages : 4

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

3769

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

(Compulsory Question)

1. (A) Do as directed :

(i) Suman (write) poetry.

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

(ii) He responded to my email.

(Fill in the blank with an
appropriate adverb)

(iii) Be careful, the knife is

(Fill in the blank with a
suitable adjective)

(iv) Give a synonym of the word 'ability'.
Use the synonym in a sentence.

(v) Use the idiom 'beat around the bush' in a
sentence.

(vi) Do you prefer orange juice ?

(Rewrite as a declarative sentence)

(vii) An analytical report is an interpretative
report. (State whether true or false)

(viii) Body language is important to effective
listening. (State whether true or false)

(ix) is the study of the body's
physical movements.

(x) A list of the individual items that need to
be discussed in the meeting is called :

(a) Notice

(b) Minutes

(c) Agenda

1×10=10

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

- (i) Write a notice for a staff meeting of a company.
- (ii) What is a summary ?
- (iii) Why is pitch of voice important in communication ?
- (iv) Write a note on the reasons for failure in an interview.
- (v) How can one overcome nervousness before a presentation ?

4×5=20

Part-B

10×1=10

2. Rewrite the following sentences in passive voice :

- (i) Sunil ate four chapaties at lunch.
- (ii) Shimla is visited by thousands of tourists every year.
- (iii) Hema presented the report yesterday.
- (iv) Our road is being repaired.
- (v) He brought vegetables from the main market.

Or

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

As virtual spaces and gadgets are turn into an extension of our physical selves, it's important to disengaging from technology. Following these simple strategies : sets time limits for gadget use; put aside gadgets when ate food, reads, or watch something. Learn to switching off at least an hour prior to went to sleep to relaxes your mind.

Part-C

10×1=10

3. Write a job application for the post of a sales executive.

Or

Make a curriculum vitae for your first job application for the post of a salesperson with an automobile dealer.

Part-D

10×1=10

4. Write a note on the skills required to make an effective presentation.

Or

What preparations are to be made before attending a meeting ?

Part-E

10×1=10

5. What do you understand by flow of communication ?

Or

How can kinesics be used for effective communication ?