

AY-295

B.C.A. Ist Year (Reg./Suppl./Ex.)

Examination, 2019

English Communication Management

Paper - BCA - 102

Time : 3 Hours]

[Maximum Marks : 40

SECTION - 'A'

1×5=5

Objective Type Questions

1. Do as directed :

- (a) Insert suitable articles ____ first boy in ____ row is ____ topper of our class.

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(1)

P.T.O.

- (b) Choose the correct form of the verb given in bracket
In a fit of rage she _____ up the letter (tear)
- (c) Change the voice
The President will give him a medal.
- (d) Write in reported speech –
Mohan said, "I reached the station before the arrival of the train".
- (e) Correct the sentence –
I am sorry for me failing in my duty.

SECTION - 'B'

5×2=10

Short Answer Type Questions

2. Write short notes on any two of the following
- (a) Process of communication
- (b) Function of feedback.
- (c) Non - verbal communication
- (d) How to get the best of group discussion.

OR

Make a precis of the following -

If you wish to grow in the spirit of understanding, you must let the other person talk and prove his point to his satisfaction. Do not interrupt him while he is talking. You know how exasperated you become when sources

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(2)

interrupts you, while you are trying to prove your point. At committee meetings I have heard those words uttered quite often "but let me finish", listen more and talk less. "you are models listen, that is why you are given one month and two years. If we were meant to talk more and listen less, we would have only one ear right in front and two months on two rides. How funny we would look? And mind you there is no door with which to close the ears. They are always open before a word can be spoken, it has to cross two fences-two rows of teeth and two lips. Therefore think twice before you talk. Never forget that you are the master of the unspoken words, and of the spoken words you are slave words once spoken cannot be got back.

3. Write a paragraph on 'Gratitude' or 'Contentment.'

OR

Write a courteous letter to a neighbour whose dog annoys you by barking at night. <http://www.onlinebu.com>

SECTION - 'C'

5×5=25

Long Answer Type Questions

4. Write short notes on any one
- Sentence and its types.
 - Discuss the difference between dictionary and the saurus.
 - Homophones with examples.

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(3)

P.T.O.

5. Do as directed :

- Give synonyms of any two
Abridge, enlighten, busy, commence
- Give antonyms of the following - any two
Accumulate, celebrate, voluntary, concise.
- Give one word for the following.
(i) A government by the people for the people.
(ii) A person who cannot read or write.

6. What is written communication? Explain its merits and demerits.

OR

Write a brief note on office memorandum and illustrate with an example.

7. Discuss the modern techniques of communication.

OR

Describe the major barriers of communication and suggest ways to remove them.

8. Write an application to the principle of a college for the post of assistant professor. Attach your resume.

OR

What is netignette? Why is it important.

♦ ♦ ♦

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(4)

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