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**AZ-145**

**B.C.A. 1st Year (Reg.)**

**Main Examination March/April 2018**

**ENGLISH COMMUNICATION  
MANAGEMENT**

**Paper - BCA-102**

*Time Allowed : Three Hours] [Maximum Marks : 30*

**Note :** All question are compulsory.

**Section - A**

**Objective Questions**

Q.1. Do as directed. 5

- a) He has scored highest marks. (correct the sentence and rewrite)
- b) He wrote \_\_\_\_ article for the newspaper. (insert suitable article)

(2)

- c) He said, "I shall definitely do this work". (change the speech)
- d) Ram has written a letter. (change the voice)
- e) He is so clever that he cannot be deceived. (rewrite the sentence using too \_\_\_\_ to)

**Section - B**

**Short Answer Questions**

2 × 5 = 10

Q.2. Write short notes on any five

- a) Modern forms of communication
- b) Business etiquettes and mannerisms
- c) Verbal and Non-Verbal communication
- d) Importance of group discussion and interview
- e) Affixes-prefixes and suffixes
- f) Importance of feedback
- g) Essentials of effective business letters

OR

(3)

Make a precis of the following passage and give a suitable title \_\_\_\_\_

Education in our country today has become entirely meaningless, even harmful. It is distressing to find that during all these years of our independence, we have been merely dabbling in schemes and projects, in new fangled ideas mostly barrowed from the west; merely setting up commission after commission at the cost of lakhs of rupees and let the matter rest at that. A lifeless, mechanical system of teaching in over crowded schools and colleges imposed by far from competent teachers on students whose only interest is to get through the examination, has been the bone of our education. We have completely forgotten the simple yet vital truth that the aim of education is first to build up character in the widest sense, and then to impart knowledge.

Q.3. Write a report on the recent Earthquake in Japan as a reporter from 'The Times of India'.

OR

Write a report on the law and order condition in Kashmir for the Newspaper Times daily.

(4)

### Section - C

#### Long Answer Questions

5 × 3 = 15

Q.4. Write short notes on any one of the following:

- a) Parts of speech
- b) Tenses
- c) Sentences: Simple, compound and complex

Q.5. Write short notes on any one of the following:

- a) Use of dictionary and thesaurus
- b) Phrases and its types
- c) Word formation

OR

Do as directed:

- a) Give synonyms of  
Eminent, fatigue, goal and jealous
- b) Give antonyms of  
Compulsory, brave, guilty and hope

(5)

- c) Underline the adjective phrase
- i) A crown made of gold.
  - ii) A village without any inhabitants

Q.6. What is communication? Briefly discuss four skills of communication highlighting the importance of communication.

OR

Write the minutes of an extraordinary meeting of the directors of a tentile company in which following matters were discussed:

- a) Premature retirement of a director.
- b) Appointment of a new director.
- c) Reduction of share capital.

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Q.7. You are the personnel Manager of a multi-national company and you have been asked to advertise and interview candidates for the position of an administrator for a large software project in California and make your recommendations to the managing director. In your schematic report give

(6)

details of your interviews and of the candidates experience and qualifications. You may invent names and qualifications which you consider relevant to your report. Draft a letter to be sent to a large number of applicants to appear for a written test and group discussion. Give clear information in the letter about the following points:

- a) Venue, date and time
- b) Duration of the written test.
- c) Lunch break
- d) Duration of the group discussion.

Q.8. Draft a C.V. for the post of manager in a renewed company.

OR

What is a C.V. or resume? What are the essential features? How many parts of C.V. divided into.

