

Roll No.....

Total No. of Printed Pages: 1

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BCA (Semester – 1st)
COMMUNICATIVE ENGLISH
Subject Code: BHUM0101
Paper ID: 160104

Time: 03 Hours

Maximum Marks: 60

Instruction for candidates:

1. Section A is compulsory. It consists of 10 parts of two marks each.
2. Section B consist of 5 questions of 5 marks each. The student has to attempt any 4 questions out of it.
3. Section C consist of 3 questions of 10 marks each. The student has to attempt any 2 questions.

Section – A

(2 marks each)

Q1. Attempt the following:

- a. Give any two objectives of communication in our social life
- b. Give any two examples of formal communication in written form
- c. Name any two channels of communication
- d. Give any two ways of making oral communication effective
- e. Name any two semantic barriers in the way of communication
- f. Give any two disadvantages of using audio-visual aids
- g. Give any two differences between CV and Resume
- h. Choose the right word:
 - i. An office for which no salary is paid (Honorarium/Honorary)
 - ii. A handwritten document (Manuscript/Mercenary)
- i. Use the word *record* as a noun and as a verb in two different sentences of your own
- j. Choose the correct word
 - i. He will ----- all his money if he is not careful (loose/lose)
 - ii. Mr. Gupta is the ----- of this college (Principal/Principle)

Section – B

(5 marks each)

Q2. Write short notes of approximately 50- 80 words each on the following. Also give two examples of each

- a. Vowels
- b. Consonants

Q3. Write a note on the qualities of a good listener.

Q4. Do as directed

- a. My sister gave me a new phone (Change into passive)
- b. He is too intelligent to commit any mistake (Begin with 'He is so...')
- c. This task is ----- tough for the old man (quiet/quite)
- d. The stranger said, 'It seems I have lost my way' (Change into indirect speech)
- e. Judo is a kind of Chinese ----- art (marital/martial)

Q5. Write short notes to show the difference between the following

- a. Scanning Vs. Close reading
- b. Efficient Reading Vs. Inefficient Reading

Q6. Write short notes of approximately 80 words each on the following

- a. Group Discussion
- b. Telephone Etiquettes
- c. Body Language

Section – C

(10 marks each)

Q7. Write a detailed note on the function of Organs of Speech.

Q8. Write a letter to the manager of your bank making a request for a new cheque book.

Q9. Prepare a resume for the post of Manager Operations in a popular hotel in your city.