

Roll No.....

Total No. of Printed Pages: 1

Total No. of Questions: [09]

BCA-MCA Dual Degree (Semester: 1st)

COMMUNICATIVE ENGLISH

Subject Code: BMCAS1101

Paper ID: [19340101]

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. Define sentence in English giving a suitable example.
- b. Give any 2 examples of business communication.
- c. What is an e-mail? How is it better than other means of communication?
- d. What is ppt? How is it important in a presentation?
- e. What are tenders?
- f. Give two examples of verbal communication.
- g. Write any two non-verbal communication means.
- h. Write the importance of body language.
- i. The boy is writing a letter (Convert into passive)
- j. The teacher said to the boy, “Why are you late?” (Write in indirect speech)

Section – B

(5 marks each)

- Q2. Write down some remedies to improve listening skills.
- Q3. What type of body language is required to make an effective presentation?
- Q4. With the help of examples explain subject and predicate in a sentence.
- Q5. With the help of examples explain the importance of non-verbal communication as a student, as a worker and as a leader.
- Q6. You are a business professional. Draft an advertisement for the promotion of the sales of any product of your firm.

Section – C

(10 marks each)

- Q7. What are the various barriers to communication and how can we improve it?
- Q8. Write a business letter to a firm showing your interest in buying some product manufactured by that firm. (Use a fictional name and address for the firm)
- Q9. Using suitable examples explain the various parts of speech used in the English language.