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.