



DJ-1821

First Year B. C. A. (Sem. I) Examination

September / October – 2007

Communication Skills : Paper - 101

Time : 3 Hours]

[Total Marks : 70

Instructions :

(1)

नीचे दृशविव निशानीवाणी विगतो उत्तरवही पर अवश्य बजवी.  
Fillup strictly the details of signs on your answer book.

Name of the Examination :  
F. Y. B. C. A. (Sem. 1)

Name of the Subject :  
Communication Skills : 101

Subject Code No. : 1 8 2 1 Section No. (1, 2,....): Nil

Seat No. : [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Student's Signature

(2) Figures to the right indicate full marks.

(3) Clearly mention the options you choose.

1 Write a paragraph on any one of the following : 12

- (a) Human rights around the world
- (b) Belief in God
- (c) Computer and Society

2 (a) Write a letter of request to Calcutta Cotton Ltd. 12  
asking them to extend the time for the delivery of  
their ordered goods due to workers strike in your  
production unit.

OR

(b) Write a report on the proposed new cold storage in 12  
the Wazirpur Industrial area.

3 Write short notes on any two of the following : 10

- (a) Factors that affect the style of reading
- (b) Note taking skills.
- (c) Effective Discussion Skills
- (d) Preparation before giving product presentation.

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[Contd...

- 4 (a) What care should be taken while attending business calls? 12

OR

- (b) What are the stages of effective writing? Discuss each and every stage in detail. 12

- 5 Do as directed : 12

- (i) Use the following phrases in your own sentences :

- (a) Break out  
(b) Cut down

- (ii) Bring out the difference in meaning between 'Further' and 'Farther'.

- (iii) I would suggest withdrawing \_\_\_\_\_ this deal.  
[Insert suitable preposition]

- (iv) Add prefix :

- (a) Place  
(b) Charge

- (v) Fifty five rupees for this book \_\_\_\_\_ not a large amount.  
[is/are]

- (vi) Look, the birds \_\_\_\_\_ high in the sky.  
[Use the correct form of 'to fly']

- 6 (a) Prepare a dialogue between two friends talking about an Indian wedding that they attended. 12

OR

- (b) Draft an application along with a resume for the post of a Secretary of a large Public Limited Company.