

NM-494

Seat No. 3541

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

October – 2004

Communication skills

Time : 3 Hours]

[Total Marks : 70

Instruction : Figures to the right indicate full marks.

- 1 Write a paragraph on any one of the following : 12
- (a) Mobile as a Carrier of Revolution.
 - (b) Education in the 21st century.
 - (c) India of my dreams.
 - (d) The cricket mania.
- 2 (a) As the marketing head of 'Keshav Groups' of Surat, 12
write a letter of inquiry of the marketing manager of
Interior Decoratives, Mumbai for office furniture. Also
draft a replay to the inquiry.
- OR
- (b) On behalf of Vision Electronics, Surat, draft a letter of 12
complaint to the Marketing Manager, HVM company,
Bangalore for the faulty computers. Also draft a reply
to the complaint.
- 3 Write short notes on any two : 12
- (a) Self imposed discipline and felicity of expression as
discussion skills.
 - (b) Advantages to Listening.
 - (c) Useful guidelines for telephonic conversation.
 - (d) Qualities for effective feed back.

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[Contd...

(12) Explain MOD operator of BASIC.

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4 (a) Discuss the components of effective talk presentation. 12

OR

(b) Explain the meaning of reading and discuss various types of reading. 12

5 Do as directed :

(1) He _____ to see his parents every week-end. (go) 10

[Supply correct tense of the verb in bracket].

(2) The behaviour of the workers were not good.

[Correct the sentence].

(3) Add suffixes :

(a) Whole (b) Formal

(4) Make a sentence of your own to express the following :

(a) Request (b) Invitation

(5) You _____ a nice garden. (has/have).

6 (a) Draft an application along with a detailed resume for the post of a computer operator. 12

OR

(b) Write an imaginary conversation discussing the topic, 'Should attendance be compulsory in colleges.'

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