



RG-1821

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

April / May – 2008

Communication Skills : P - 101

Time : 3 Hours]

[Total Marks : 70

Instructions :

(1)

नीचे दृष्टवित निशानीवाणी विगतो उत्तरवली पर अवश्य लपवी.
Fillup strictly the details of signs on your answer book.

Name of the Examination :
First Year B. C. A. (Sem. 1)

Name of the Subject :
COMMUNICATION SKILLS : P - 101

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

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

Student's Signature

(2) Figure to the right indicate full marks.

20

(3) Clearly mention the options you choose.

12
36

1 Write a paragraph on any one of the following:

12

(1) Cricket-game or shame ?

(2) Global Warming.

(3) Modern Day Teaching.

2 (a) Draft a reply to an inquiry made by the Marketing Head of Keshav Groups of Surat, for office furniture from Interior Decoratives, Mumbai.

12

OR

(b) On behalf of "Envision Electronics", Surat draft a letter of complaint to the Marketing Manager, HUVIM Company, Bangalore for the late delivery of computers.

12

3 Write short notes on any two of the following :

12

(1) Suggestions for Note-taking.

(2) Barriers to listening.

(3) Preparation before presentation.

(4) Planning and Organization in writing.

- 4 (a) As the Secretary of "Matrix Textiles Ltd.", Surat prepare a report to be submitted to the Chairman on the problems of factory workers and also give suggestions. 12

OR

- (b) Write a letter of application along with a resume to be sent for the post of a Team Manager in a call centre. 12

- 5 Do as directed : 10

- (i) Add suffixes

(a) Formal (b) Kind

- (ii) Make a sentence to express the following :

(a) Greetings (b) Permission

- (iii) Give Synonyms :

(a) Allow (b) Tired

- (iv) Use the following words in sentences of your own 'disease' and 'decease'.

- (v) (a) There was hardly _____ water in the pot.
(any/some)

(b) Fifty kilograms of rice _____ enough for our family. (is/are)

- 6 (a) Prepare a dialogue between two friends discussing the importance of short term courses along with a regular degree course. 12

OR

- (b) "Presentation is an art" - Discuss. 12