



H-1801

B. C. A. (Sem. I) Examination
March / April – 2009
Communication Skills

Time : 3 Hours]

[Total Marks : 70

Instructions :

(1)

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

Seat No. :

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

Name of the Subject :
Communication Skills

Subject Code No. :

1	8	0	1
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 Section No. (1, 2, ...): **Nil**

Student's Signature

- (2) Figures to the right indicate full marks.
(3) Indicate clearly the options you attempt.

- 1 Write a paragraph on any one of the following : 12
(a) Religion and Spirituality
(b) Mobile mania
(c) Is war a final solution against terrorism?
- 2 (a) A plasma T.V. set and a DVD which you had ordered 12
for your office conference room from M/S G.M. Sons,
Mumbai have been delivered in a damaged condition.
Write a letter of complaint to the supplier.
OR
(b) Place an order for three hundred boxes of coloured 12
crayons subject to the manufacturer's agreeing to pack
them in specially designed boxes for no additional
charge.
- 3 Write short notes on any two of the following : 12
(a) Qualities of a good speaker
(b) Non-verbal communication
(c) Qualities for giving effective feedback.
(d) Use of visual aids.

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[Contd...

- 4 (a) Draft a report of a sub-committee appointed to look into the demands of the workers of the factory including a higher percentage of bonus and other fringe benefits. 12

OR

- (b) Write an application in response to the following advertisement : 12

"Wanted an Oracle Certified Professional; ready to relocate any where in the world at short notice. Salary as per skills."

- 5 Do as directed : 10

- (a) Use the following pairs of words in sentences to bring out the difference in their meaning.

Alternate : Alternative

- (b) Add suffixes :

(i) logic (ii) buy

- (c) Give Antonyms :

(i) Delay (ii) Enmity

- (d) (i) Can you _____ an example in support of your argument? (cite/site)

(ii) Monica and I _____ going for a party. (am/is/are)

- (e) Use the following idioms in sentences of your own :

(i) Break down (ii) Cut out

- 6 (a) Prepare a telephonic dialogue between a Company secretary and a Customer fixing price deal. 12

OR

- (b) Develop the outline given below into a story. 12

Father and young pilot son - picnic - chartered aircraft - rain and clouds - engine stalled - aircraft hit tree - climbed out of wreckage - dense jungle - no inhabitants - for two days lived on wild fruits - fought way through thick forest - reached small village - carried to city hospital.

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