



SB-1401

First Year B. C. A. (Sem. I) Examination
March / April – 2011
Communication Skills

Time : Hours]

[Total Marks : 70

Instructions :

(1)

नीचे दृशावेव निशानीवाणी विगतो उत्तरवडी पर अवश्य लखवी.
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

Subject Code No. : 1 4 0 1 Section No. (1, 2,.....) Nil

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

Student's Signature

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

1 Write a paragraph on any one of the following : 10
(a) Television Programmes in India
(b) Health is in our hands
(c) Medical Tourism.

2 (a) As a working Director of a Company dealing in software development in Bangalore, write a reply to an inquirer furnishing quotations for the Office Automation System. 12

OR

(b) Draft a letter of application along with resume in response to an advertisement published in TOI, Mumbai Edition. The post vacant is of a Research Scientist at a leading Diagnostic Company. 12

3 Write short notes on any two of the following : 12
(a) Format of a Business Letter
(b) Speaking as a skill
(c) Skimming and Scanning
(d) Memo-an effective communication tool.

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[Contd...

- 4 (a) Draft a report on behalf of the Assistant Manager regarding a minor accident that took place at the construction site of a new factory building. 12

OR

- (b) Write a detailed essay on the way visual aids help in better oral presentation. 12

- 5 Do as directed : 12

- (1) The plane usually _____ here at 9.00 a.m.
(Use the appropriate form of 'to land')
- (2) People consider that he is wise. (Change the voice)
- (3) Give Antonyms :
 - (a) Delay
 - (b) Shy.
- (4) The bus stopped. 'then I got off. (Combine the two sentences into one to make a meaningful sentence).
- (5) Use the following phrases in sentences of your own :
 - (a) Crocodile tears
 - (b) Big shot.
- (6) Add Suffixes :
 - (a) President
 - (b) Rich.

- 6 (a) Prepare a telephonic dialogue between a company secretary and a boss regarding the prospects of getting a government tender in their favour. 12

OR

- (b) Write a discussion in the form of a conversation on "Need for a change in the teaching methodology in the age of Internet." 12
