



BA-3500
First Year B. C. A. (Sem. I) Examination
October / November - 2017
Communication Skills : Paper - 101
(New Course)

Time : Hours]

[Total Marks : 70

Instructions :

(1)

नीचे इशारेक निशानीवाणी विगता उत्तरवही पर अवरक लभवी. Fillup strictly the details of signs on your answer book.	Seat No. : <table border="1" style="width: 100%; height: 20px;"><tr><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td></tr></table>						
Name of the Examination : <input style="width: 90%;" type="text" value="F. Y. B. C. A. (Sem. I)"/>	Student's Signature						
Name of the Subject : <input style="width: 90%;" type="text" value="Communication Skills : Paper - 101 (New)"/>							
Subject Code No. : <input style="width: 20px;" type="text" value="3"/> <input style="width: 20px;" type="text" value="5"/> <input style="width: 20px;" type="text" value="0"/> <input style="width: 20px;" type="text" value="0"/> Section No. (1, 2, ...) : <input style="width: 40px;" type="text" value="Nil"/>							

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

1 Explain with examples different ways of communicating any three of the following : **12**

- (i) Asking and giving permission
- (ii) Every day Greetings
- (iii) Informal and causal greetings
- (iv) Giving Orders.

2 (A) In response to an advertisement published in Times of India for the post of Data Entry Operator, write an application along with resume to Indian Institute of Electronics and Technology, B-174, Industrial Area, Phase - II, Sector 42, SAS Nagar (Mohali), Punjab. **12**

OR

(B) You have been asked to investigate the causes of decline in the sale of dish wash bar. Prepare a report including findings and recommendations to be submitted to the Proprietor, Anjali Detergent Cakes and Powder, Road No. III, Udhana Industrial Area, Udhna.

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[Contd...

- 3 Write short notes on any **two** of the following : 10
- (a) Characteristics of a good report writing
 - (b) Conciseness
 - (c) 7 Cs of an effective business letter
 - (d) Responsibilities of a discussion leader

- 4 (A) You are-unhappy with the content shown on the television broadcast of Kids Ground channel. Prepare complaint showing your displeasure requesting and showing reasons to be more careful in choosing the contents for such channel. 12

OR

- (B) Draft a memo to your employee, seeking explanation for frequent incidents of late coming.

- 5 Do as directed : 12

- (1) The quality of their products _____ (is,are) satisfactory.
- (2) Nilesh and Neeta went _____ the hill.
(Insert suitable Preposition)
- (3) Namrata _____ the capital of every state.
(new/knew)
- (4) Use following phrases in your sentences:
 - (i) look for
 - (ii) fond of
- (5) Add suitable suffix to the following :
 - (a) Superior
 - (b) Good
- (6) Change the voice of the following sentence :
A child was saved by a young brave boy.

- 6 Prepare a paragraph on the following : 12
Importance of Sports.