



UA-3701

First Year B. C. A. (Sem. I) Examination
March/April – 2012
Communication Skills

Time : Hours]

[Total Marks : 70

Instructions :

(1)

नीचे दशांश लिखें निशानीवाणी विगतो उत्तरवही पर अवश्य लिखनी. Fillup strictly the details of signs on your answer book.	Seat No. :
Name of the Examination :	<input type="text"/>
<input type="text" value="F. Y. B. C. A. (Sem. 1)"/>	<input type="text"/>
Name of the Subject :	<input type="text"/>
<input type="text" value="Communication Skills"/>	<input type="text"/>
Subject Code No. : <input type="text" value="3"/> <input type="text" value="7"/> <input type="text" value="0"/> <input type="text" value="1"/>	Section No. (1, 2,.....) <input type="text" value="NIL"/>
	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 : **12**

- (a) Astitch in time saves nine.
- (b) Social Networking.
- (c) Pocket Money.

2 (a) Write a letter on behalf of Trade Lines Ltd. to a customer explaining the reason for not being able to execute their order in the stipulated time. **12**

OR

- (b) Mr. Neel Shah, Hon. Secretary, is requested to draw up a programme of activities to be conducted during the current academic year. Prepare a report to be submitted to the Students Council, VidyaBharti Commerce College, Mumbai. **12**

3 Write short notes : (any two) **12**

- (a) Difficulties of providing corrective feedback
- (b) Use of multimedia in Presentation
- (c) Planning contents of a Discussion
- (d) SQ3R method of Reading.

- 4 (a) Draft a letter of application along with a resume for the post of a software programmer. 12

OR

- (b) Does gender have an impact on the style of giving feedback ? Explain with reasons. 12

- 5 Do as directed : 10

- (i) Either you or your brother _____ seen him. (has/have)
(ii) Let us make faces. The faces must be sad. We will win his sympathy. (Make a compound sentence)
(iii) Use the following phrases in sentences of your own.
(a) In turn
(b) To break the ice.
(iv) We have _____ here for five years now. (use the appropriate form of 'to live')
(v) The teacher said, "Have you finished your assignment, boy?" (change the speech)

- 6 (a) Draft a dialogue between two friends discussing their experience in the Welcome Party organized by Senior students. 12

OR

- (b) "It is useful to know the barriers which prevent good listening". – Explain in detail. 12