



DM-0867

First Year B. C. A. (Sem. I) Examination
November / December – 2006
101 : Communication Skills
(New Course)

Time : 3 Hours]

[Total Marks : 70

Instructions :

(1)

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

Name of the Examination :
F. Y. B. C. A. (Sem. I)

Name of the Subject :
101 : Communication Skills (New)

Subject Code No. : 0 8 6 7 Section No. (1, 2,.....) Nil

Seat No. :
0 0 0 3 6 0

P. M. Arzoo
Student's Signature

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

- 1 Write a paragraph on any one of the following : 12
- (i) The IT progress of India
(ii) The Contemporary Indian Youth
(iii) The Concept of Modern Fashion
- 2 (a) Draft an application with resume for the post of a project supervisor. 12

OR

- (b) The principal of a college has appointed a committee of three lecturers and six students to locate and solve the hostel problems. Draft the committee's report.
- 3 (a) How does feedback help complete the cycle of communication ? 6
- (b) Write a dialogue between Mr. Desai and Mr. Patel, who has come to inquire about medical and surgical equipments available in Mr. Desai's Shop. 6

DM-0867]

1

[Contd...

a-d

Write short notes on any two of the following :

12

- (a) Reading
- (b) Planning and organisation in writing
- (c) Socio-psychological barriers to listening
- (d) Tips for good listening

5 Do as directed :

10

- (i) Use the word 'Decay' in your own sentence.
- (ii) Give antonyms of :
 - (a) Welcome
 - (b) Develop
- (iii) We are not having that key. (Correct the sentence)
- (iv) There were only _____ spectators in the stadium.
(some, a few)
- (v) Add suffix :
 - (a) Apprehend
 - (b) Attitude

6 (a) A newly established office owner intends to buy electric goods for his office. Draft his letter to 'Jay Electricals' requesting for quotations. Also draft the reply to that letter.

12

OR

- (b) (i) What are the advantages of using visual aids ? 6
- (ii) Which are the ways of improving feedback skills ? 6