



MF-3701
First Year B. C. A. (Sem. I) Examination
October/November – 2013
Communication Skills : Paper - 101
(New Course)

Time : 3 Hours]

[Total Marks : 70

Instructions :

(1)

<p>नीचे दशांशके निशानीवाणी विगतो उत्तरवही पर अवश्य बजवी. Fillup strictly the details of signs on your answer book.</p> <p>Name of the Examination : F. Y. B. C. A. (SEM. 1)</p> <p>Name of the Subject : COMMUNICATION SKILLS : PAPER - 101 (NEW)</p> <p>Subject Code No. : 3 7 0 1 Section No. (1, 2,.....): Nil</p>	<p>Seat No. : <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"><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></p> <div style="border: 1px solid black; border-radius: 10px; padding: 10px; margin-top: 10px;"><p style="text-align: center;">Student's Signature</p></div>						

- (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
- (a) Formal and Informal Greetings and Introduction
 - (b) Giving Permission
 - (c) Instruction in the form of Request
 - (d) Refusal for permission
- 2 (a) Draft a letter requesting for the correction in the monthly cable bill you received for the month of October, 2013 12

OR

- (b) As the Head of the Computer Science Department, devise a memorandum in an appropriate format, for the third year students on the following points: 12
- Subject : Poor attendance in Practical Sessions
Purpose : Warning of stern action

MF-3701]

1

[Contd...

- 3 Attempt any two of the following : 10
- (a) Advantages of effective writing
 - (b) Effect of modern technology on communication process
 - (c) Various layouts of letter writing
 - (d) Responsibilities of a leader during discussion

- 4 (a) You have been given a responsibility to find out and report to the General Manager, Crown Electronics, Ahmedabad the reasons behind complaints about poor service and food provided at the staff restaurant. Draft a report. 12

OR

- (b) Draft an application along with resume in response to the following advertisement : 12

BRAINTRAIN COMPANY requires TEACHERS.

Preferably Females with English fluency for our CHENNAI CENTRES.

BRAINTRAIN, The 1st Indian company with '6 in 1' Techniques including Abacus, Vedic maths, Memory & Thinking techniques... (For Children aged 5 - 16 years)

- 5 Do as directed : 12
- (a) Make words with the following suffixes:
 - (i) - er
 - (ii) - tion
 - (b) Use following phrases in sentences of your own :
 - (i) look after
 - (ii) show off
 - (c) Mrs. Sharma reported the theft to the police.
(Change the voice)
 - (d) It (be) raining since morning.
(Use appropriate form of the bracketed word)
 - (e) She did not like her new dress. (Add question tag)
 - (f) Twenty kilograms of rice _____ not enough for a big family like us. (is/are)

- 6 (a) Develop a paragraph on the topic The world is becoming a toxic garbage dump because of over use of non-degradable plastic. 12

OR

- (b) Write a conversation between two friends discussing the importance of technology in teaching and learning. 12

MF-3701]

3

[4500]