

RA-3701

First Year B. C. A. (Sem. I) Examination

March / April - 2017

Paper - 101 : Communication Skills

(New Course)

Time : 3 Hours]

[Total Marks : **70**

Instructions :

(1)

नीचे दशांकित निशानीवाली विज्ञान उत्तरपत्री पर अवश्य ब्रह्मवी. Fillup strictly the details of signs on your answer book. Name of the Examination : FIRST YEAR B. C. A. (SEM. 1) Name of the Subject : PAPER - 101 : COMMUNICATION SKILLS (NEW) Subject Code No. 3 7 0 1 Section No. (1, 2,.....) Nil	Seat No. : <table border="1"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table> Student's Signature						

(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 someone to do something for you
- (ii) Asking if you can do something
- (iii) Formal and Informal Greetings and Introductions
- (iv) Special Greetings

2 (a) Prepare an application along with resume in response to the following advertisement **12**

PANDIT DINDAYAL UPADHYAY COLLEGE OF INFORMATION TECHNOLOGY
A SELF - FINANCED COLLEGE AFFILIATED TO MKG UNIVERSITY

Requires qualified young person to fill up the position of Assistant Professor (computer Application)
Qualification : MCA/M.Sc. (IT), NET/SLET/Ph.D.
Salary : As per UGC norms

Interested candidates may send their application along with resume/CV, two passport size photographs to the following Email ID : careers@pducit.edu

OR

RA-3701]

[Contd...

- (b) Write a letter to M/s Khira Bros. Ltd. asking them to send competitive quotations for their durable all-metal office equipment. Mention your requirements in detail and stress the fact that you expect delivery within a month. 12

3 Write short notes on any two of the following : 10

- (i) Use of Visual Aids in Oral Presentation
- (ii) Humour in Writing
- (iii) Format of business letters
- (iv) Discussion skills

- 4 (a) The Board of directors of the *MPS Limited, New Salapose Road, Ahmedabad* has appointed a 'committee of Executives to investigate in the matter of a fire incident in the company. Draft the report including recommendations of the committee for taking precautionary steps. 12

OR

- (b) *Satyam Paper Mill Ltd, Chennai* expresses a regret at being out of stock of *Executive Bond paper of A-4 size*. They request to wait for one month for a fresh supply. But if the customer cannot wait so long, they can supply *Executive type*, a substitute that is cheaper and slightly inferior in quality (Sample enclosed). Draft a suitable letter to the customer: 12

5 Do as directed : 12

- (1) Make nouns of the following verbs:
 - (i) Defy -
 - (ii) Guide -
- (2) Use following phrases in your sentences:
 - (i) fond of
 - (ii) laugh at

- (3) The players gave their best. They still could not win the match. (Turn into a complex sentence)
- (4) My father wears rimless glasses. (Add question tag)
- (5) Aalap as well as Navya and Aakruti wants to make their career in the field of Information Technology. (Correct the error, if any)
- (6) We are taught Grammar by Ms. Sudipta. (Change the voice)

- 6 Develop a paragraph on the following topic : **12**
Black Money in India