



H-3500

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

March / April - 2018

Paper - 101 : Communication Skills

(New Course)

Time : 3 Hours]

[Total Marks : 70

Instructions : (1)

નીચે દર્શાવેલ નિશાનીવાળી વિગતો ઉત્તરવહી પર અવશ્ય ભરવવી.
 Fillup strictly the details of signs on your answer book.

Name of the Examination :

Name of the Subject :

Subject Code No. : Section No. (1, 2,.....) :

Seat No. :

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) 12

TechNet Solutions Pvt. Ltd.
Phase - III, Sector - 89, Gandhinagar, Gujarat

Applications are invited from the eligible candidates for selection for the following post.

Designation : Project Manager (Software)

Applications in prescribed format along with attested copies of the marksheets and certificates may be submitted to the above given address. Eligibility criteria, Job Profile and other relevant details may be downloaded from our website : www.technet.in

OR

H-3500]

1

[Contd...

2 (b) Assuming yourself to be the head of Electronics Departments of your Institution. Write a report of trouble on the fire caused in the laboratory of your department. 12

3 Write short notes on any two of the following : 10
(a) Conditions to be fulfilled before presentation
(b) Effective use of 'notes' during presentation
(c) Content preparation for a speech
(d) Format of a business letter

4 (a) Prepare an inter-office memorandum to be given to an employee permitting him/her to join a part time course after office hours. 12

OR

4 (b) Draft a letter as from Indian Stationery and Paper Co., Baroda to Laxmi Stationery, Surat sending quotation of various stationary items. 12

5 Do as directed : 12

- (1) We should be friendly _____ our neighbours.
(Insert preposition)
- (2) One of his fingers are stiff.
(Correct the sentence, if necessary)
- (3) Add a suitable prefix to each of the following so as to form words having opposite meaning :
 - (i) Existent
 - (ii) Accompanied
- (4) Fill in the blanks with modal auxiliaries :
 - (i) She _____ speak English fluently.
 - (ii) You _____ obey your parents.
- (5) I have sold my car. (Change the voice)
- (6) He would not come here, _____
(Add question tag)

6 Prepare a paragraph on the following : 12
Impact of Computer on our life