

Total No. of printed pages = 2

BCA 171102

Roll No. of candidate

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2022

BINA CHOWDHURY CENTRAL LIBRARY
(GIMT & TIPS)
27th Halki Bazarpara,
Kolkata - 700017

B.C.A. 1st Semester End-Term Examination

COMMUNICATIVE ENGLISH

Full Marks – 70

Time – Three hours

The figures in the margin indicate full marks for the questions.

Answer questions no. 1 and any *Four* from rest.

1. Answer the following question as directed : (10 × 1 = 10)
- Look out behind you she yelled (Add correct Punctuation marks)
 - A song is sung by him. (Change the voice)
 - We have never seen it. (Add Tag question)
 - Curious (Change word class of the given word by adding suffix. Mention the word class too)
 - Blunt, opaque (Write antonyms of the given words)
 - I am exhausted. I am going to bed early tonight. (Turn into a compound sentence)
 - I went _____ holiday _____ Prague with my family. (use appropriate preposition)
 - Very few children participated in the program. (change into negative without changing the meaning)
 - Sushma said, "My brother came here last week". (Change the form of narration)
 - The meeting with the Chairperson will serve _____ purpose. (duel, dual)
Select the correct word.

2. Answer any *Four* questions.

- (a) Write short answers (5 × 3 = 15)
- What is behavioral interview?

[Turn over

- (ii) How many parts are there in a letter? Name them.
- (iii) Write three differences between one way and two way communication?
- (iv) What is semantic barrier to communication?
- (v) What is grapevine? Explain.
- (b) Write short notes on any *three* of the following. (3 × 5 = 15)
- (i) Importance of email in Professional world.
- (ii) Difference between Resume and CV
- (iii) Difference between Memo and Letter.
- (iv) Downward communication.
- (v) Process of communication.
- (c) Write the importance of Presentation skill? how will you prepare for a presentation? (15)
- (d) What is Communication? Write the 7 Cs of communication. (15)
- (e) What are the characteristics of a Leader in a Group Discussion? Write some rules a candidate should follow for effective Group Discussion. (5 + 10 = 15)
- (f) Answer the following: (3 × 5 = 15)
- (i) Suppose you want to take a car loan from State Bank of India. Write a letter to the Chief Manager, SBI branch of your locality requesting him/her to send you all the information related to SBI car loans.
- (ii) Assume that you are Arjun Singh, the local Director of NIIT, Kolkata chapter. Draft a sales letter for prospective students. Mention the value of NIIT training and the relevance of its courses. Refer to any newspaper advertisement of NIIT.
- (iii) Write a paragraph on Global warming.

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