

Total No. of printed pages = 2

BCA 171102

Roll No. of candidate

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19/3/2021

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 question No. 1 and any *four* from the rest.

1. Answer as directed : (10 × 1 = 10)
- One of the boy didn't come yesterday. (correct sentence)
 - To walk with slow in regular step is to (answer in one word)
 - The chief guest arrived _____ time for the formation (on/in) {select the correct appropriate preposition}
 - The work is done by me (change voice)
 - Rima will not attend his party.(add tag question)
 - Harish said "Can I borrow this book". (change into indirect speech)
 - Solitude (write antonym)
 - Linguistic (write the word class)
 - The watchman (close) _____ the door when she arrived (write correct tense)
 - Ravi is taller than Rishi (Change into negative without changing the meaning)

[Turn over

2. Write any three : (5 × 3 = 15)
- (a) Paralinguistic feature
 - (b) Upward Communication
 - (c) Body Languages
 - (d) Intrapersonal Communication
 - (e) Group Discussion.

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3. What is Communication? Write the process of communication with diagram. What are the elements of communication? (2+5+8=15)
4. Write the difference between Verbal and Non-Verbal Communication? Explain the four types of Non-Verbal communication. (5+10=15)
5. Write the difference between Memo and Business Letter? Explain the 10 parts of a letter? (5+10=15)
6. Write any three from the following questions: (3 × 5 = 15)
- (a) Assume that you are Ashish Mehta, General Manager of XYZ Company, Gurgaon. Write a memo to your employees informing that the company will give an incentive of 5% for working overtime during the lockdown.
 - (b) Write a paragraph on Covid-19
 - (c) Write the gist of the given paragraph

“The Northern Lights”

There are times when the night sky glows with bands of color. The bands may begin as cloud shapes and then spread into a great arc across the entire sky. They may fall in folds like a curtain drawn across the heavens. The lights usually grow brighter, then suddenly dim. During this time the sky glows with pale yellow, pink, green, violet, blue, and red. These lights are called the Aurora Borealis. Some people call them the Northern Lights. Scientists have been watching them for hundreds of years. They are not quite sure what causes them. In ancient times Long Beach City College WRSC Page 2 of 2 people were afraid of the Lights. They imagined that they saw fiery dragons in the sky. Some even concluded that the heavens were on fire.

Source : Long Beach City College WRSC

- (d) The unsanitary conditions in your colony are causing multiple diseases. Write a letter to the Municipal Commissioner bringing the problem to his notice and request him to take urgent action in the matter. You are Deepak/Deepa of C 2/8, Ankur Enclave, New Delhi.