

SUBJECT : PAPER-101 : COMMUNICATION SKILLS

FIRST YEAR B.C.A. (SEM. I) EXAMINATION

This pdf file contains YEAR 2013 to 2019 Regular (Oct/Nov/Dec) & A.T.K.T.(March/Apr/May)Exam question Papers list of above subject.

The question Bank will be upload in future for the students

1. Oct/ Nov –2013
2. Oct/ Nov –2014
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7. Oct/ Nov –2019
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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)

Fill up strictly the details of signs on your answer book

Name of the Examination:

First Year B.C.A. (Sem. 1)

Name of the Subject :

Communication Skills: Paper-101 (New)

Subject Code No:

Seat No.:

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Student's Signature

- (2) Figures to the right indicate full marks.
(3) Clearly mention the options you choose.

1. Explain with example different ways of communicating any three of the following: 12

- (1) Formal and Informal Greetings and Introductions
- (2) Giving Permission
- (3) Instruction in the form of Request
- (4) Refusal to give 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

- 2. (a)** 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

- 3. Attempt any two of the following:** **10**

- (1) Advantages of effective writing
- (2) Effect of modern technology on communication process
- (3) Various layouts of letter writing
- (4) 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

- 4. (a)** 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

(1) Make words with the following suffixes:

(i) - er

(ii) - tion

(2) Use the following phrases in sentences of your own:

(i) look after

(ii) show off

(3) Mrs. Sharma reported the theft to the police. (Change the voice)

(4) It (be) raining since morning. (Use appropriate form of the bracketed word)

(5) She did not like her new dress. (Add question tag)

(6) 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

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

12

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

November / December - 2014

Communication Skills: Paper-101

(New Course)

[Time: 3 Hours]

[Total Marks: 70]

Instructions

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- (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

- (1) Asking and giving permission
- (2) First time introduction
- (3) Formal and Informal Greetings
- (4) Refusal to give permission

2. (a) Answer the following advertisement:

12

WANTED REGIONAL MANAGER

Applications are invited from dynamic and enthusiastic candidates for the position of a Regional Manager (Marketing)

- Masters Degree in Management
- Minimum 10 years of work experience
- Fluent in English; Excellent communication and interpersonal skills.

Attractive salary package and other benefits will be offered based on qualification and experience. Interested candidates apply within seven days along with Resume to the following address: 2004, Merry Heights, 4th Road, Kandivali (W), Mumbai - 400 067

OR

2. (a) Write an application for the post of a Liaison executive in an export organization.

12

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

10

- (1) Advantages of effective writing
- (2) Effect of modern technology on communication process
- (3) Various layouts of letter writing
- (4) Responsibilities of a discussion leader

4. (a) Discuss the principles of drafting a report. 12

OR

4. (a) Write a detailed essay on Planning and Preparing the Content for a Presentation. 12

5. Do as directed: 12

(1) Make words with the following suffixes:

- (i) - er
- (ii) - ness

(2) Use following phrases in sentences of your own:

- (i) Approve of
- (ii) According to

(3) When we went to the zoo, we saw _____ huge elephant there. _____ elephant was eating leaves.

(Insert suitable articles)

(4) Give me five thousand rupees. (Change the voice)

(5) Keep it. (Add question tag)

(6) Children likes sweets. (Correct the error, if any)

6. Develop a paragraph on the following topic: 12

To tweet or not to tweet.....

Jump2Learn

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

October / November - 2015

Communication Skills: Paper-101

[Time: 3 Hours]

[Total Marks: 70]

<p>Fill up strictly the details of signs on your answer book</p> <p>Name of the Examination: <input type="text" value="First Year B.C.A. (Sem. 1)"/></p> <p>Name of the Subject : <input type="text" value="Communication Skills: Paper-101"/></p> <p>Subject Code No: <input type="text" value="3"/> <input type="text" value="7"/> <input type="text" value="0"/> <input type="text" value="1"/></p>	<p>Seat No.:</p> <table border="1"><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></table> <p><input type="text" value="Student's Signature"/></p>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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1. Explain with example different ways of communicating any three of the following: 12

- (1) Answering and giving permission
- (2) First time introductions
- (3) Saying 'No'
- (4) Giving Orders

2. (a) In March, 2012 you purchased from the Doe Insurance, a medical insurance policy in the name of your father who recently was admitted for a surgery of his paralysed left hand. You submitted the medical records of this incident with the insurance company. The amount of claim you received was not satisfactory in your view. Make a complaint to the company regarding the unfair settlement of insurance claim. 12

OR

2. (a) Draft a letter of request for the re-scheduling of an appointment for interview of a candidate due to some unforeseen and unavoidable circumstance. The candidate explains his reason for the request with precise information for the recipient's consideration to allow the request. Recipient: Mr. Vishva Shah, Manager, HR Department, Fine Prospects Pvt. Ltd., Mumbai. 12

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

- (1) Essentials of Business Letters
- (2) Effective use of 'notes' during presentation
- (3) Tips for effective speaking
- (4) Responsibilities of a discussion leader

4. (a) As the General Secretary of college, you have been asked to survey the present condition of the college play ground and to give recommendations for its better care. Prepare a special report to be submitted to the Principal. 12

OR

4. (a) Prepare an application along with resume in response to the following advertisement: 12

Experia India

Requires a System Engineer having experience using automation tools to identify, isolate, troubleshoot and resolve application problems, working with minimum direction, managing multiple tasks and directional changes under short yet firm deadlines with a strong ability to work creatively and analytically.

Technical skills:

- Technical troubleshooting and performance tuning experience.
- Experience using Windows and/or Linux systems administration with scripting skills in Java, Shell, PHP, Perl, or Python.
- Experience in software development or automation platform engineering.
- Excellent analytical skills, coupled with a strong sense of responsibilities, urgency and drive.

5. Do as directed:

12

- (1) Make sentences to differentiate meanings of the following words:
 - (i) Advise / Advice
- (2) Use the following phrases in sentences of your own:
 - (i) Throw away
 - (ii) Set in
- (3) My sister has a beautiful voice. My sister never sings.
(Combine the pair of sentences to form a complex sentence)
- (4) Sameer works for _____ Egyptian company which specializes in _____
information technology. (Insert suitable article, if required.)
- (5) What will you do _____ five o'clock? (Insert Preposition)
- (6) Don't be late for dinner. (Add question tag)

6. Develop a paragraph on the following topic:

10

An active student **Vs** A passive student

Jump2Learn

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

October / November - 2016

Communication Skills: Paper-101

(New Course)

[Time: 3 Hours]

[Total Marks: 70]

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1. Explain with example different ways of communicating any three of the following: 12

- (1) Asking and giving permission
- (2) Every day Greetings
- (3) Special Greetings
- (4) Giving Orders

2. (a) The proprietor of Ajax Stationery Mart, Senapati Bapat Marg, Mumbai – 400028 received complaints from his customers about the peerless fountain pens sold by him to them. He points out this to his suppliers Peerless Pen Corporation and states the causes of customers' dissatisfaction with the pens and asks for a thorough inquiry into the matter. Draft this letter. 12

OR

2. (a) You have recently received number of inquiries from your customers for 'Aquatile' brand light weight rain-coats. Request your supplier for a quotation for men's and women's raincoats, in both small and medium sizes. 12

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

10

- (1) Conditions to be fulfilled before presentation
- (2) Effective use of 'notes' during presentation
- (3) 7 Cs of an effective business letter
- (4) Responsibilities of a discussion leader

- 4. (a)** As a Campus Development Officer of your college, you have been asked to find out possibilities of starting a Stationery Shop in the college. Prepare a suitable report to be submitted to the Principal.

12

OR

- 4. (a)** Prepare an application along with resume in response to the following advertisement:

12

CompuSol Software Pvt. Ltd.

Requires a System Engineer having experience using automation tools to identify, isolate, troubleshoot and resolve application problems, working with minimum direction, managing multiple tasks and directional changes under short yet firm deadlines with a strong ability to work creatively and analytically.

Technical skills:

- Technical troubleshooting and performance tuning experience.
- Experience using Windows and/or Linux systems administration with scripting skills in Java, Shell, PHP, Perl, or Python.
- Experience in software development or automation platform engineering.
- Excellent analytical skills, coupled with a strong sense of responsibilities, urgency and drive.

5. Do as directed:

12

(1) Make sentences to differentiate meanings of the following words:

(i) Price

(ii) Prize

(2) Use the following phrases in sentences of your own:

(i) Capacity for

(ii) According to

(3) My sister has a beautiful voice. My sister never sings. (Combine the pair of sentences to form a compound sentence)

(4) You _____ drive on the right in Turkey. (Insert suitable Modal Auxiliary)

(5) Did Joe draw this circle? (Turn into passive voice)

(6) _____ each of the girls ready to leave? (Is / Are)

6. Develop a paragraph on the following topic:

12

Effects of Social Networking Sites

Jump2Learn

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

October / November - 2017

Communication Skills: Paper-101 (New Course)

[Time: 3 Hours]

[Total Marks: 70]

<p>Fill up strictly the details of signs on your answer book</p> <p>Name of the Examination: <input type="checkbox"/> First Year B.C.A. (Sem. 1)</p> <p>Name of the Subject : <input type="checkbox"/> Communication Skills: Paper-101 (New)</p> <p>Subject Code No: <input type="text" value="3"/> <input type="text" value="5"/> <input type="text" value="0"/> <input type="text" value="0"/></p>	<p>Seat No.:</p> <table border="1"><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></table> <p><input type="text"/></p> <p>Student's Signature</p>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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1. Explain with example different ways of communicating any three of the following: 12

- (1) Asking and giving permission
- (2) Every day Greeting
- (3) Informal and causal greetings
- (4) Giving Order

2. (a) In response to an advertisement published in Times of India for the post of Data Entry Operator, write an application along with resume to Indian Institute of Electronics and Technology, B-174, Industrial Area, Phase-II, Sector 42, SAS Nagar (Mohali), Punjab. 12

OR

2. (a) You have been asked to investigate the causes of decline in the sale of dish wash bar. Prepare a report including findings and recommendations to be submitted to the Proprietor, Anjali Detergent Cakes and Powder, Road No. III, Udhana Industrial Area, Udhna. 12

3. Attempt any two of the following: 10

- (1) Characteristics of a good report writing
- (2) Conciseness
- (3) 7 Cs of an effective business letter
- (4) Responsibilities of a discussion leader

4. (a) You are unhappy with the content shown on the television broadcast of Kids Ground channel. Prepare complaint showing your displeasure requesting and showing reasons to be more careful in choosing the contents for such channel. 12

OR

4. (a) Draft a memo to your employee, seeking explanation for frequent incidents of late coming. 12

5. Do as directed: 12

- (1) The quality of their products _____ (is, are) satisfactory.
- (2) Nilesh and Neeta went _____ the hill. (Insert suitable Prepositions)
- (3) Namrata _____ the capital of every state. (new / knew)
- (4) Use following phrases in your sentences:
 - (i) look for
 - (ii) fond of
- (5) Add suitable suffix to the following:
 - (i) Superior
 - (ii) Good
- (6) Change the voice of the following sentence:

A child was saved by a young brave boy.

6. Prepare a paragraph on the following topic: 12

Importance of Sports

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

November / December - 2018

Communication Skills: Paper-101

(New Course)

[Time: 3 Hours]

[Total Marks: 70]

Instructions

(1)

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- (2) Figures to the right indicate full marks.
(3) Clearly mention the options you choose.

1. Explain with example different ways of communicating any three of the following: 12

- (1) Introducing yourself
- (2) Formal requests
- (3) Asking someone to do something for you
- (4) Requests
- (5) Special Greetings

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

Job Opportunity
XYZ Co. requires services of qualified young person to fill up the position of Database Manager.
Qualification: MCA/B.E. (IT/Comp. Science) / M.Sc. (IT) from a recognized institution.
Age: Between 25 to 35 years.
Send application to Manager, Human Resources along with a photograph latest by December 15, 2018 on itcareerjobs@gmail.com .

OR

2. (a) Assume you are supplier of wholesale lighting tools. You have recently received a request for a discount in the articles supplied for Ganpati Mandap Decorations. Give a tactful response rejecting the request. **12**

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

- (1) Preparation before Presentation
- (2) Humour in Writing
- (3) Inside Address in a letter
- (4) Voicing opinion in a seminar

4. (a) The Board of directors of the Avanti Surgico Sales, New Ranip, Ahmedabad has appointed a committee of Executives to investigate in the matter of numerous complaints about rust found in some of their surgical instruments sold. Draft the report. **12**

OR

4. (a) The Golden Jubilee celebrations of your college has just ended. It was a year long celebration. As the head of the Students' Union, draft a report to be published in the college magazine. **12**

5. Do as directed: **12**

(1) Make nouns of the following verbs:

- (i) Talk
- (ii) Run

(2) Use following phrases in your own sentences:

- (i) according to
- (ii) fall into

(3) Though the battle has been won, the war isn't over yet. (Turn into a compound sentence)

(4) They believe what I say. (Add question tag)

(5) Nitya as well as Nivedita and Namasvidoes not like to visit zoo. (correct the error, if any)

(6) My father _____ already _____ before his sister arrived. (Put proper form of the verb 'to leave')

6. Develop a paragraph on the following topic: **12**

Digital India

Jump2Learn

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

November / December - 2019

Communication Skills: Paper-101

(New Course)

[Time: 3 Hours]

[Total Marks: 70]

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1. Explain with example different ways of communicating any three of the following: 12

- (1) Getting Permission
- (2) Introducing yourself
- (3) Strong instruction as suggestion
- (4) Requests

2. (a) Write a job application to the principal for the post of an Assist. Professor in Computer Dept. of college. Also attach your resume with the application. 12

OR

2. (a) Write a letter to M/s Khanna Bros. Ltd. asking them to send quotations for their 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

- (1) Essentials of effective Business letter
- (2) Advantages visual aids in presentation
- (3) Tips for Group Discussion skills
- (4) Preparation before Presentation

4. (a) As a supplier of wooden furniture you have recently received a complaint of the damaged product from the customer. Write an adjustment letter with positive response to solve the matter. 12

OR

4. (a) As a Campus Development Officer of your college, you have been asked to find out possibilities of starting a Canteen in the college. Prepare a suitable report to be submitted to the Principal. 12

5. Do as directed: 12

(1) Make nouns of the following verbs:

- (i) Correct (ii) Laugh

(2) Use following phrases in sentences:

- (i) Set about (ii) Put into

(3) Children went to the party..... (Add question tag)

(4) The lecture _____ already _____ before we entered in the class.

(Put proper form of the verb 'start')

(5) The engineers have completed the project on time. (Change into passive voice)

(6) When Mrs Sharma was young, she _____ dance very well. (Fill in the blank with suitable modal auxiliary)

6. Develop a paragraph on the following topic: 12

Traffic rules and road safety

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

March / April – 2013

Communication Skills: Paper-101

(New Course)

[Time: 3 Hours]

[Total Marks: 70]

Instructions

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First Year B.C.A. (Sem. 1)

Name of the Subject :

Communication Skills: Paper-101 (New)

Subject Code No:

Seat No.:

Student's Signature

- (2) Figures to the right indicate full marks.
(3) Clearly mention the options you choose.

1. Explain with example different ways of communicating any three of the following: 12

- (1) Answering Request
(2) Apology
(3) Saying 'Thanks'
(4) Congratulations.

2. (a) M/s Vivekanand and Sons, 6/7 Vani Complex, Vijayawada had ordered for 300 packs of 1 litre-refined SAKALA oil. However on opening the consignment, they found 200

12

packs of 1 litre SAKALA oil and 100 packs of 1 litre VIKAS oil. They asked for adjustment saying that they had enough stock of VIKAS and they also stressed on immediate delivery of SAKALA. Write a reply to the above.

OR

- 2. (a)** Selvam Chit Fund Company, Sai Complex, Ahmedabad wrote to Mrs. Kamala Chatterji, 23/4 Ananda Apts., Chourasta, Ahmedabad that she had not paid two months' instalments. Write a reply pointing out the mistake in the wrong demand for payment as the instalments have already been paid. Say copies of receipts are enclosed. Use strict words for their negligence. **12**

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

- (1) Vocabulary for leading a group discussion.
- (2) Use of multimedia in presentation.
- (3) Guidelines for effective speaking.
- (4) Use of visual aids in presentation.

- 4. (a)** The Board of Directors of the Big Time Co Ltd. has appointed a committee of Directors to consider the amalgamation of the company with the Small Time Co Ltd. Draft the report and recommendations to the committee. **12**

OR

- 4. (a)** Draft an Annual Sales Report to be submitted by the Regional Manager of a Multinational Co. manufacturing cosmetic products. **12**

- 5. Do as directed:** **12**

- (1) You and my brother _____ invited. (were/was)
- (2) Please pass me _____ salt. (Insert suitable article)
- (3) Use the following phrases in sentences of your own:

- (i) Break out
- (ii) Cut down

(4) They were so busy that they could not come out of office before 11 p.m.

(remove 'so....that')

(5) I am fine. (insert question tag)

(6) Make words with the following prefixes:

- (i) anti-
- (ii) bi-

6. (a) Write an application to HRD Dept., TCS Mumbai for the position of a Programmer **12**
highlighting your experience in software development and MCA qualifications.

OR

6. (a) Develop a paragraph on the topic Cyber Crime. **12**

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

March / April – 2014

Communication Skills: Paper-101

(New Course)

[Time: 3 Hours]

[Total Marks: 70]

Instructions

(1)

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- (2) Figures to the right indicate full marks.
(3) Clearly mention the options you choose.

1. Explain with example different ways of communicating any three of the following: 12

- (1) Instruction in the form of a request
- (2) Strong instruction as suggestion
- (3) Informal refusals
- (4) Giving Order

2. (a) Dr. M. N. Vyas was inquired if he would like to serve honorary as a board member for a project in Thompson Matrix Ltd., Bangalore. On behalf of Dr. M. N. Vyas write a letter of reply (acceptance/rejection) to serve for this honorary position. 12

OR

- 2. (a)** On behalf of PhotoVision Video Center write a letter to MIS Kaira Electronics Ltd., Ankleshwar requesting for quotations of TV sets of different brands. Also make an inquiry about the terms and conditions along with any attractive prize schemes or discount offers. **12**

- 3. Attempt any two of the following:** **10**

- (1) Types of Memorandum.
- (2) The way dress and appearance make an impact on communication.
- (3) Five Principles of Communication.
- (4) Discussion Etiquette.

- 4. (a)** K.C.R. College Union, Valsad received complaints from students regarding difficulty in parking. Prepare a short formal report to be submitted to the Principal of the college. Mention your findings and recommendations. **12**

OR

- 4. (a)** SPICMAY Company Ltd. wrote to Ms. Nyara Shah, 23/4 Sanskruti Apts., B/H Haveli, Ashram Road, Ahmedabad that she had not paid two months' installments. Write a reply pointing out the mistake in the wrong demands for payment as the installments have already been paid. Say copies of receipts are enclosed. Use strict words for their negligence. **12**

- 5. Do as directed:** **12**

- (1) Make words with the following prefixes:
- (i) counter-
 - (ii) extra.

(2) Use the following phrases in sentences of your own:

- (i) approve of
- (ii) according to

(3) _____ M.P. of fifteen years standing is not a frequent phenomenon.

(Insert a suitable article)

(4) Niva gave five rupees to Nitya. (Change the voice)

(5) I stay _____ Surat _____ Gujarat. (Insert suitable prepositions)

(6) She teaches English, isn't she? (Correct the sentence, if necessary)

6. (a) Develop a paragraph on the topic Need for the Youth to understand the Rational use of Social Networking Media. **12**

OR

6. (a) Draft an application along with a resume for the post of a Deputy Manager. **12**

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

March / April – 2015

Communication Skills: Paper-101

(New Course)

[Time: 3 Hours]

[Total Marks: 70]

<p>Fill up strictly the details of signs on your answer book</p> <p>Name of the Examination: <input type="checkbox"/> First Year B.C.A. (Sem. 1)</p> <p>Name of the Subject : <input type="checkbox"/> Communication Skills: Paper-101 (New)</p> <p>Subject Code No.: <input type="text" value="3"/> <input type="text" value="7"/> <input type="text" value="0"/> <input type="text" value="1"/></p>	<p>Seat No.:</p> <table border="1"><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></table> <p><input type="text"/></p> <p>Student's Signature</p>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

1. Explain with example different ways of communicating any three of the following: 12

- (1) Requests
- (2) Granting Permission
- (3) Greetings
- (4) Requests as Instructions

2. (a) M/S Desai & Co. Nagpur, complained that the hats supplied by Modern Trading Co., Mumbai differed in many respects from the specification in the invoice. Write a conciliatory reply from the Modern Trading Co., Mumbai, stating what they propose to do to set things right. 12

OR

2. (a) Prepare an inter office memorandum on the following: 12
Employee who is inefficient or rather careless with respect to the given job role.

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

- (1) Use of Visual aids
- (2) Role of dressing in the way it impacts communication
- (3) Five Principles of Communication
- (4) Discussion Etiquettes

4. (a) Write a letter of inquiry to Bell Printers Pvt. Ltd., 2/795 L, SN.Puram, Saratha Nagar, Sivakashi 626123, Tamil Nadu, asking for quotations of various types of printers. 12

OR

4. (a) As the Purchase Manager of Arham Marketing Ltd., write a letter to Calicut Motex Ltd., Bangalore asking for a copy of their latest catalogue of home appliances. Ask for best trade terms assuring long term business relationship. 12

5. Do as directed: 12

- (1) Give meanings of the following prefixes:
(i) Non - (ii) Re -
- (2) Use the following phrases in sentences of your own:
(i) look after (ii) show off
- (3) My friend likes to smell _____ eucalyptus leaves. (Insert a suitable article)
- (4) Change it. (Add question tag)
- (5) How you came? (Correct the error, if any)
- (6) She has a cookery book open _____ the table. (Insert suitable preposition)

6. (a) Develop a paragraph on the following topic: 12

India Shining

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

March / April – 2016

Communication Skills: Paper-101

[Time: 3 Hours]

[Total Marks: 70]

Instructions

(1)

Fill up strictly the details of signs on your answer book

Name of the Examination:

First Year B.C.A. (Sem. 1)

Name of the Subject :

Communication Skills: Paper-101

Subject Code No:

Seat No.:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Student's Signature

- (2) Figures to the right indicate full marks.
(3) Clearly mention the options you choose.

1. Explain with example different ways of communicating any three of the following: 12

- (1) Answering requests and instructions
- (2) Formal and Informal Greetings and Introductions
- (3) Strong instruction as suggestion
- (4) Refusal to give permission

2. (a) You are unhappy with the content shown on the television broadcast of **Kids Ground** 12
Channel. Write a complaint letter showing your displeasure and requesting them to
be more careful in choosing the contents for such channel.

OR

2. (a) A clause in an agreement between the owner of the house and tenant mentions 3rd day of every month as the rent payment date. The tenant recently changed her job where she gets salary on the fifth day of every month. On behalf of the tenant, write a request letter to the landlord for changing the condition of the payment date in the agreement. **12**

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

- (1) The physical aspects of a business letter
- (2) 'Do's' and 'Don'ts' for preparing a presentation
- (3) Strategies for improving discussion skills
- (4) Humour in Writing

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

CAREER OPPORTUNITY

Sumit Distillery Pvt. Ltd. is seeking to recruit competent, committed, self motivated and an enthusiastic candidate for the following position:

INSTITUTIONAL SALES MANAGER - 01

- Master degree or equivalent from a recognized university with at least 5 years experience in relevant field
- Willing to travel extensively as per our product distribution network
- Knowledge of computer

Interested candidates may apply online within seven days:

www.sumitdistillery.org

OR

4. (a) What are the general principles of writing an effective business report? **12**

5. Do as directed:

12

(1) Make words with the following suffixes:

(i) - en

(ii) - ant

(2) Use the following phrases in sentences of your own:

(i) Set off

(ii) Dispose off

(3) They found her guilty of murder. (Turn into passive voice)

(4) None of us knew the way. (Add question tag)

(5) It _____ (be) Kabir Khan. (Use the correct form of the verb)

(6) I sat _____ the fire because I had cold. (Insert preposition)

6. Develop a paragraph on the following topic:

10

Traditional Class Vs An Online Class

Jump2Learn

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

March / April – 2017

Communication Skills: Paper-101

(New Course)

[Time: 3 Hours]

[Total Marks: 70]

Instructions

(1)

Fill up strictly the details of signs on your answer book

Name of the Examination:

First Year B.C.A. (Sem. 1)

Name of the Subject :

Communication Skills: Paper-101 (New)

Subject Code No:

Seat No.:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Student's Signature

- (2) Figures to the right indicate full marks.
(3) Clearly mention the options you choose.

1. Explain with example different ways of communicating any three of the following: 12

- (1) Asking someone to do something for you
- (2) Asking if you can do something
- (3) Formal and Informal Greetings and Instructions
- (4) 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

2. (a) 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 details and stress the fact that you expect delivery within a month. **12**

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

- (1) Use of Visual Aids in Oral Presentation
- (2) Humour in Writing
- (3) Format of business letters
- (4) Discussion skills

4. (a) The Board of directors of the MPS Limited, New Salapose Road, Ahmedabad has appointed a committee of Executive 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

4. (a) 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) found 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

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

March / April – 2018

Communication Skills: Paper-101

(New Course)

[Time: 3 Hours]

[Total Marks: 70]

Instructions

(1)

<p>Fill up strictly the details of signs on your answer book</p> <p>Name of the Examination: <input type="checkbox"/> First Year B.C.A. (Sem. 1)</p> <p>Name of the Subject : <input type="checkbox"/> Communication Skills: Paper-101 (New)</p> <p>Subject Code No: <input type="text" value="3"/> <input type="text" value="5"/> <input type="text" value="0"/> <input type="text" value="0"/></p>	<p>Seat No.:</p> <table border="1"><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></table> <p><input type="text"/></p> <p>Student's Signature</p>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

- (2) Figures to the right indicate full marks.
(3) Clearly mention the options you choose.

1. Explain with example different ways of communicating any three of the following: 12

- (1) Asking someone to do something for you.
- (2) Asking if you can do something
- (3) Formal and Informal Greetings and Instructions
- (4) Special Greetings

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

TechNet Solutions Pvt. Ltd. Phase – III, Sector – 89, Gandhinagar, Gujarat
Applications are invited from the eligible candidates for selection for the following post. Designations: 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

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

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

- (1) Conditions to be fulfilled before presentation
- (2) Effective use of 'notes' during presentation
- (3) Content preparation for a speech
- (4) Format of a business letter

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

OR

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

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. Develop a paragraph on the following topic:

12

Impact of Computer on our life

Jump2Learn

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

March / April – 2019

Communication Skills: Paper-101 (New Course)

[Time: 3 Hours]

[Total Marks: 70]

Instructions

Fill up strictly the details of signs on your answer book

Name of the Examination:

First Year B.C.A. (Sem. 1)

Name of the Subject :

Communication Skills: Paper-101 (New Course)

Subject Code No.:

Seat No.:

Student's Signature

1. Explain with example different ways of communicating any three of the following: 12

- (1) Asking someone to do something for you
- (2) Refusing to give permission
- (3) Informal and causal agreement
- (4) Reacting to Introduction

2. (a) Prepare an application along with resume to be sent to Rakesh Infotech Computers 12
for the post of a hardware expert.

OR

2. (a) As a seller of Marble and Ceramics you have recently received a Complaint for the 12
mistake in built. Give response to solve the matter.

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

- (1) Use of Visual Aids in Oral Presentation
- (2) Humour in Writing
- (3) Body of the letter
- (4) Guidelines for preparing an effective Resume

4. (a) You have recently shifted from Vadodara to Surat. You want to transfer the gas connection to another agency in Surat. Draft a request to the agency in Vadodara to stop services from the next month. 12

OR

4. (a) You recently visited a government Old Age Home. During your discussion with the Old Age people living there, you found scarcity of facilities. Prepare a report to be submitted to the officer in charge listing the necessities to be incorporated in the Home. 12

5. Do as directed: 12

- (1) Make nouns of the following verbs:
(i) Decide - (ii) Write -
- (2) Use following phrases in your sentences:
(i) aim at - (ii) amazed at -
- (3) Buy two shirts and get one free. (Turn into a complex sentence)
- (4) They went to the cinema. (Add question tag)
- (5) The US space shuttle Endeavour _____ successfully in Florida after the longest mission of its kind to the international Space Station. (Put proper form of the verb 'to land')
- (6) The wedding planner is making all the reservations. (Turn into passive voice)

6. Develop a paragraph on the following topic: 12

Road Safety
