

B.C.A. (Part-I) Semester-I Examination

COMMUNICATION SKILLS

Paper – 1 ST 6

Time : Three Hours]

[Maximum Marks : 50

N.B. :- (1) **ALL** questions are compulsory.

(2) All questions carry equal marks.

1. (A) Fill in the blanks with appropriate article or preposition :

(i) The Earth revolves around _____ Sun.

(ii) The lecture will start _____ 11:00 a.m.

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(B) Fill in the blanks by using the suitable form of the verb given in the brackets :

(i) I was watching T.V. Suddenly the bell _____ (ring).

(ii) They _____ (arrive) tomorrow at this time.

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(C) Give synonyms for the following :

(i) Difficult

(ii) Voyage.

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(D) Give antonyms for the following :

(i) Reject

(ii) Forbidden.

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(E) Correct the following sentences :

(i) Picture has been draw by her.

(ii) I will be do the job shortly.

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2. (A) State which type the sentences belong to :

(i) Alas! she has lost her eyes.

(ii) Please sit down.

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(B) Identify the clause used in the following sentences :

(i) I took the decision that you have suggested.

(ii) We ate dinner where all the locals usually go to.

(iii) The children ran quickly when the bell rang.

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(C) Do as directed :

- (i) We are facing a great problem. (change the voice)
- (ii) The box is too big to carry for me. (rewrite the sentence using 'so that')
- (iii) She said to him, "Come on the footpath." (change the narration)
- (iv) As soon as I reached the station, the train moved. (rewrite the sentence using 'no sooner than')
- (v) This hotel is cheaper than all the others in town. (change into superlative degree)

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3. (A) Answer the following advertisement :

Write an application for the post of a Computer Operator in 'Zee Communication Store', Nagpur.

OR

Apply to the General Manager, New India Insurance Company, Mumbai for the post of an office clerk.

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(B) Prepare a resume for the post of a Sales Manager in Indus Plastic House.

OR

Prepare a curriculum vitae applying for the post of Computer Lab Attendant in Junior College.

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4. (A) Prepare an advertisement for a newspaper to sell your old laptop urgently.

OR

Prepare an advertisement indicating the need of two English teachers to teach at 'Sharda Girls High School,' Nanded.

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(B) Write an E-mail to Amazon India Company claiming the refund of courier charges against the parcel that you have returned earlier.

OR

Prepare a notice and an agenda for the meeting of the Students' Annual Function Committee of your college.

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5. (A) Write a story using the following outline and give a suitable title :

A crow – hot summer – feeling thirsty – finds a pot – less water – gets an idea – drops stones – drinks water – flies away happily.

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(B) Write an essay on any **one** of the topics given below :

- (i) Green India, Clean India
- (ii) Advantages of Computers
- (iii) Importance of Communication Skills in languages
- (iv) Role of regional parties in politics.

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