

- (B) As the general secretary of students council of your college, write a notice to inform the students about a One|Day workshop on personality development to be organized for the students of all faculties.

OR

You have read a review of a book on environment. You linked the writer's concern over the issue. Send an e-mail to him/her about the same. 5

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

A merchant loses large sum of money- suspects servants - asks Birbal to find the thief- Birbal gives each servant a stick - all sticks are of equal length - declares that overnight the stick belonging to the thief will grow an inch-all servants locked in separate rooms-next morning-servants are called in- one servant's stick shorter by one inch-he is the thief. 3

- (B) Write an essay on any one of the following :-

- (i) The problem of Terrorism
- (ii) Social Networking; A Bane or Boon ?
- (iii) National Integration
- (iv) Pollution. 7

AL - 521

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

COMMUNICATION SKILLS

P. Pages : 4

Time : Three Hours]

[Max. Marks : 50

Note : (1) All questions are compulsory.

(2) All questions carry equal marks.

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

(i) Is there _____ bank near here ?

(ii) Paris is _____ capital of France. 2

- (B) Fill in the blanks using the correct form of the verb, given in brackets :-

(i) As he fainted, he _____ out of the room (carry)

(ii) That bag looks heavy. I _____ you (help). 2

- (C) Give the synonyms for the following :-

(i) Bane (ii) Freedom. 2

- (D) Give the antonyms for the following :-

(i) Audible (ii) Earn. 2

- (E) Correct the following sentences :-

(i) The car ables you to travel round more easily.

- (ii) It was one of the best experience of my life. 2

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

- (i) Please let me have your pen.
(ii) Are you going to see a film today ? 2

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

- (i) An architect is someone who designs buildings.
(ii) I asked the boy how old he was.
(iii) The doctor has given me medicine which I must take. 3

(C) Do as directed :—

- (i) Two hundred people were employed by the company (change the voice)
(ii) My father asked him "Why did you take your car to the garage?" (change the narration)
(iii) My friend did not attend the class that day (Add a question tag)
(iv) If the students are not properly motivated, they will not participate in any activities. (Use 'Unless')
(v) Saving nature is the most important task before us today. (Change into positive degree). 5

3. (A) Write an application for the post of the Sales Officer of a well reputed computer firm distributing latest softwares.

OR

You are a good sportsman. After completing the graduation you wish to do your masters degree. Write an application to the Head of the department seeking him, a certificate of Merit which may help you during the admission. 5

- (B) Prepare a curriculum vitae for the post of a Software Designer in a multi-national computer firm.

OR

Prepare a curriculum vitae for the post of a lecturer in computer science in a degree college. 5

4. (A) You have lost the folder containing important testimonials such as marklists, certificates and identify card on your way to the collage. Draft an advertisement for the same.

OR

Draft an advertisement for the post of an Office Assistant in a multi-national computer firm in a metropolitan city. 5