

AT – 428

First Semester B. C. A. (Part – I) Examination
(New)

COMMUNICATION SKILLS

P. Pages : 4

Time : 2.30 Hours]

[Max. Marks : 50

1. Attempt any **One** of the following in about **100** words :—

(i) What distracted Gandhi from his goal during his stay, in Britain.

(ii) What is Nooyi's attitude towards her own rise in the company ? 5

2. Attempt any **One** of the following in about **100** words :—

(i) Summarise the poem "Money Madness" by lawrance in your own words.

(ii) Give the Central idea of the poem "A Red, Red Rose". 5

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3. Do as directed :—

- (i) The bees have left the hive.
(change into present continuous tense)
- (ii) Raman lived ——— Chennai for 10 years.
(Use appropriate preposition)
- (iii) Mira is a teacher. (Add a question tag)
- (iv) 'I can't come to the college on Monday', said Mohan.
(change the Narration)
- (v) The river Nile ——— (flow) into the mediterranean.
(Use appropriate form of the verb)
- (vi) This hospital was built by my father.
(Change the voice)
- (vii) I am ——— optimist. (Use appropriate article)
- (viii) He improved from ordinary ——— extraordinary.
(Fill in appropriate preposition)
- (ix) Give synonym of — Endless.
- (x) Give antonym of — Boon. 10

4. Attempt any **Two** of the following :—

- (i) Draft a Resume for 'Data Entry Operator' at Soft Solutions Pvt. Ltd., Mumbai.

- (ii) Write an application for the post of Assistant Engineer in M. S. E. B., Nagpur. Address the same to the Chief Engineer, M. S. E. B. Nagpur.
- (iii) Prepare an advertisement for the launch of new Washing Machine Model.
- (iv) You are representing your college in Table Tennis Tournament. You need to practice in T. T. Hall for some extra time. Write an application to your Principal requesting for the facility. 10

5. Attempt any **Two** of the following :—

- (i) You want to open an account in the Bank. Write the dialogue between you and the Branch Manager.
- (ii) You wish to book conference hall in the hotel for annual meeting. Write the dialogue between you and the receptionist.
- (iii) Write a report on the celebration of 'Engineer's Day' in your college.
- (iv) Write a report on 'Gender Equality' workshop conducted in your college. 10

6. Attempt any **One** of the following :—

- (i) Write a short note on Effective Listening.
- (ii) Write a short note on patterns of communication in an organisation. 5

7. Attempt any **One** of the following :—

- (i) A penny saved is a penny earned.
- (ii) Count your blessings.
- (iii) A stitch in time, saves nine. 5

