

BCA (Part-I)

Gen. Eng.

133

B.C.A. (Part-I) EXAMINATION, 2019

GENERAL ENGLISH - 133

101607

Time Allowed : Three Hours

Maximum Marks : 100

Answer of all questions (short answer as well as descriptive) are to be given in the main answer-book only. Answer of short answer type questions must be given in sequential order. Similarly all the parts of one question of descriptive part should be answered at one place in the answer-book. One complete question should not be answered at different places in the answer-book.

No supplementary answer-book will be given to any candidate. Hence the candidates should write the answer precisely in the main answer-book only.

Write your roll number on question paper before start writing answers of questions.

PART - I

Each question is of 2 marks.

1. (a) What is a good communication ?
(b) Frame 2 sentences on 'and' and 'but'.
(c) Write any two media of oral communication.
(d) Name any 4 types of formal letters.
(e) What is a Business Report ?
(f) Frame any two sentences each prefix 'un' and suffix 'ed'.
(g) Write any two advantages of written communication.
(h) Mention any 2 types of interviews.
(i) Write any 2 guidelines for using visual aids.
(j) Explain the importance of electronic media.

PART - II

Each question is of 4 marks.

2. Frame 2 sentences each with the following Modal Verbs (any 4):
(a) Ought to (b) Must (c) Need to (d) Might
(e) Could (f) Dare to
3. What are the essentials of good communication ?
4. Write any four guidelines that an interviewee should follow.
5. What is the advantage of visual presentation ?
6. Write any four merits and demerits of written communication.

PART - III

Each question is of 12 marks.

7. Explain in detail the process and 7'C's of communication.

OR

Explain any 2 theories and models of communication. Explain with suitable examples.

What are the different media of written communication ? Discuss the merits and demerits of written communication.

OR

Write a letter to municipality corporation complaining about the negligence of garbage boxes in your locality.

9. Write a detailed report on the yearly academic activities held in your department in the college.

OR

Identify the Adverbs and Adjectives in the following sentences :

- (a) Her English is good.
- (b) I ran to the station quickly.
- (c) The baby rubbed her eyes tiredly.
- (d) She cooks terrible.
- (e) She is a very warm person.
- (f) Your flat seems tidy today.

10. Write the main principles of effective oral communication and also mention its advantages and disadvantages.

OR

What is the importance of listening ? Discuss the barriers of listening.

11. Write a job application to apply in Microsoft company for the position of software engineer.

OR

What is Visual presentation ? Give some guidelines for using Visual aids.

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