

**B.C.A.(PART-I) EXAMINATION- 2018****Paper -133****GENERAL ENGLISH****Time Allowed : Three hours****Maximum Marks : 100****PART-I****Each question is 2 marks. Word limit for each answer is 40 marks.**

1. a) What is non-verbal communication?
- b) Frame 2 sentences each on the modal verbs 'May' and 'Could'?
- c) Write any two demerits of written communication.
- d) Name any 4 types of formal letters.
- e) What is an academic report?
- f) Frame any two sentences using conjunction.
- g) Write any two advantages of Oral communication.
- h) What are the two guidelines and interviewee should follow?
- i) Write any two barriers in Listening.
- j) Explain the importance of social media.

10x2=20

**PART-II****Each question is 4 marks. Word limit for each answer is 80 marks.**

2. Change the following sentences from active to passive (any 4):
  - a) She bought me a gift.
  - b) I am carrying 1000 rupees in my wallet.
  - c) You have won the medal.
  - d) John eats apple everyday.
  - e) Mary is flying kite.
  - f) He has built that castle.
3. Issue a memorandum to an employee for his bad conduct.
4. What is the process of communication.
5. Explain any two types of interview.
6. What is the scope of using Visual aids?

5x4=20

### PART-III

Each question is of 12 marks. Draw neat and comprehensive sketches wherever necessary to clearly illustrate your answer.

7. Explain in details the 7 C's of communication and the barriers to communication.

OR

What is subordination and coordination? Explain with suitable examples.

8. Write the main objectives of written communication and also mention its merits and demerits.

OR

Write a letter to your Boss complaining about the mental harassment you are facing at your work place.

9. Write a detailed report on the Fresher Party held in your college.

OR

**Put appropriate punctuation marks in the following sentences.**

- a) A grandparents job is easier than a parents
- b) he neither smiled spoke nor looked at me
- c) It was my aunt who took Peter to London yesterday not my father.
- d) Sorry to disturb you could I speak to you for a moment
- e) Is it any use expecting them to be on time
- f) *Having lost all my money I went home*