

I/BCA/101

2013

(1st Semester)

ENGLISH

Paper : 101

(English Language and Communication Skills)

Full Marks : 75

Time : 3 hours

*The figures in the margin indicate full marks
for the questions*

UNIT—I

1. Answer any two of the following questions :

10×2=20

- (a) Write a note on the role of English language in India.
- (b) Discuss the various factors of communication.
- (c) Explain how vocal cues can be used effectively during a speech.
- (d) Write a note on how to overcome the different barriers to communication.

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(Turn Over)

(2)

UNIT—II

2. Choose the correct verb form from those in the brackets : 1×5=5

- (a) My watch — (keep, keeps, is keeping) good time.
- (b) He — (went, has gone, have gone) to Thenzawl.
- (c) It started to rain while we — (are playing, were playing, had played).
- (d) The baby — (cries, has been crying) all morning.
- (e) Don't disturb me. I — (do, did, am doing) my homework.

3. Mention what kind of phrases and clauses the underlined group of words are in the following sentences : 1×5=5

- (a) A boy with blue eyes.
- (b) I shall remain where I am.
- (c) The wind blew with great violence.
- (d) He hopes to win the first prize.
- (e) I fear that I shall fail.

4. Change the form of speech in the following sentences : 1×5=5

- (a) Thanga says, "I am very happy."

- (b) Liana said to me, "Please wait here till I return."
- (c) Muana exclaimed that he was very clever.
- (d) Zama said that it gave him great pleasure to be there that evening.
- (e) The policeman said to us, "Do you know the way home?"

5. State whether the sentences are simple, compound or complex : 1×5=5

- (a) The more ignorant a man is, the less modest he is.
- (b) He is very poor, but he does not complain.
- (c) To avoid punishment he ran away.
- (d) By his pleasant manners he gained many friends.
- (e) He is rich, yet he is not contented.

6. Transform the following sentences as directed in the brackets : 1×5=5

- (a) He was so late to hear the first speech.
(Use 'too')
- (b) Their glory can never fade. (To interrogative)

- (c) How beautiful is night? (To assertive)
- (d) The teacher punished the boy for disobedience. (To compound/double sentence)
- (e) He is greater than me. (To negative)

7. Change the voice in the following sentences :

1×5=5

- (a) One should keep one's promises.
- (b) They made him king.
- (c) Good men are praised by everyone.
- (d) Mother is cooking food.
- (e) The dog has been run over by a car.

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UNIT—III

8. Answer any one of the following :

10

- (a) Respond to the following advertisement :

Applications are invited for the post of Customer Support Staff at Nokia Showroom, Aizawl. Applicant must have be a graduate and must have basic knowledge of computer application and good communication skill. Applicant must be between 18-30 years. Interested candidates must submit their

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applications within October, 2013 to the Branch Manager, Nokia Branch, Aizawl, B-22, Zarkawt Veng, Aizawl-796001. Provide resume.

- (b) Place an order for shirt items to be sold at your clothes shop at Bara Bazar, to the Sales Representative of Marco Polo Company, New Delhi.

9. Write a paragraph in about 10 sentences on self-confidence. 5

10. Write short notes on any *two* of the following : 5×2=10

- (a) Importance of classroom interaction
(b) What to avoid in group discussion?
(c) Some Do's in a job interview
(d) Inattentive listening
