

I/BCA/101 (R)

2014

(1st Semester)

BACHELOR OF COMPUTER APPLICATION

Paper No. : BCA-101

(English Language and Communication Skills)

(Revised)

Full Marks : 75

Time : 3 hours

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

1. Answer any two of the following : 10×2=20

- (a) Define 'communication' and explicate the objectives of communication.
- (b) Discuss the factors to be considered for effective communication.
- (c) "Gestures and facial expressions help in communication." Justify this statement.
- (d) Analyze the different barriers to communication.

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(Turn Over)

2. Fill in the blanks choosing the correct form of verbs given in the brackets : 1×5=5

- (a) I don't think we — (met, meet, have met) before.
- (b) A man — (knock, was knocked, knocked) down here by bus yesterday.
- (c) You should — (behave, behaves, behaved) properly with your elders.
- (d) His house — (face, faces, faced) the East and is spacious.
- (e) The milkman — (give, gives, is giving) milk to our neighbour at the moment.

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

- (a) John said, "I am very busy now."
- (b) She said, "What a pretty present this is!"
- (c) I advised him to have patience.
- (d) He said to me angrily, "Don't make the same mistake again."
- (e) The stranger said to Mary, "Where do you live?"

4. Denote the kind of phrases and clauses (in the underlined group of words) in the following sentences : 1×5=5

- (a) He is the man who is honest.
- (b) I do not know what she is doing these days.
- (c) Unless you work hard, you will not pass.
- (d) I know the time when he will come.
- (e) She was asked when she would return.

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

- (a) He is intelligent but careless.
- (b) I expect to meet you tomorrow.
- (c) The bus was slow so he reached late.
- (d) Sitting on a tree he was bitten by a snake.
- (e) He said that he was innocent.

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

- (a) He was a villain to do such a deed.
(Change into interrogative)
- (b) He drove so fast that the police could not catch him. (Use 'too')

- (c) Can animals think like me? (Change into negative)
- (d) If you do not take exercise, you will be ill. (Change into compound)
- (e) She is the best teacher of this college. (Change into comparative)

7. Change the voice in the following sentences :

1×5=5

- (a) Rama gave me a pen.
- (b) The thief had broken the lock.
- (c) By whom was grammar taught to you?
- (d) The people will make him President.
- (e) Someone has picked my pocket.

8. Answer any one of the following :

10

- (a) Write a précis of the following passage in about one third of its original length :
If by some magic you could be granted one quick wish, perhaps you might wish to be popular. Being popular means being liked by a lot of people instead of just a few close friends and that is a big order. All the same you, too, can be well-liked if you are willing to be on guard against the perils of popularity.

Let us consider some of these. You cannot be polite and friendly to some and not to others without the word getting around as to what kind of person you really are. When you are considering other people, take time to be friendly with the folks older than you are, your neighbours, teachers, parents and other relatives. If you treat them with respect, they are going to think of you as a likeable person, not as a good-for-nothing boy. And do not forget to be kind to the 'little kids' too. Again, you must think of others and consider their wishes. A majority win, you know, and if you are out-voted in the discussion of what to do and where to go, remember that being a good spirit is another way to help your popularity. A good lover does not complain when the plans do not go his way. At some time, do not be afraid that you are risking your popularity to stand up for what you think is right. It takes courage to say so, and is appreciated.

- (b) Write a letter to the Editor of a Newspaper inviting attention of the authorities concerned to the serious nuisance of dogs let loose in your locality.

9. Write a paragraph in about 10 sentences on Humility. 5

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

- (a) Basic guidelines to be followed during an Oral Presentation
- (b) Role of a Moderator in a group discussion
- (c) Dress code to follow while attending an interview
- (d) Types of listening
