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B.Sc.(CS) (2013 & Onwards) (Sem.-1) **COMMUNICATIVE ENGLISH-I**

Subject Code: BCS-109 M.Code: 70886

Time: 3 Hrs. Max. Marks: 60

INSTRUCTIONS TO CANDIDATES:

- SECTION-A is COMPULSORY consisting of TEN questions carrying TWO marks
- 2. SECTION-B contains SIX questions carrying TEN marks each and a student has to attempt any FOUR questions.

SECTION-A

1) **Answer briefly:**

- a. What is creative writing?

- d. Explain the different parts of speech.

 e. What is a Email?

 f. What is a Email?
- f. What is advertisement?
- g. What are the characteristics of formal letter?
- h. Give a few advantages of effective communication in business house.
- i. Mention any two aspects that needs to be taken care of while preparing a good presentation.
- j. What is Non-verbal communication?

SECTION-B

- a. What is the importance of body language while delivering presentation in a business 2. meeting?
 - b. How to find material for preparing a presentation?

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3.	Write a formal letter of application for the job of a computer engineer in response to the
	following advertisement:

Position: Computer Engineer.

Job Profile: DBA, entry of information/records.

Skills: Engineering in Computers, Good Typing speed flexibility to work in shifts.

- 4. a. Fill in the blanks choosing the most suitable word from the choices given:
 - i) You deposit your visa fees before you fill in the visa application. (might, have to)
 - ii) Now that the Secretary what she had to say we can ask for the reactions of the other member. (completed, has completed)
 - iii) A new company must try to build its (credibility, credulity)

 - v) I feel that the whole department must responsibility for this mix-up. (take, receive)
 - b. Change the voice:
 - i) Harry ate six shrimp at dinner
 - ii) Beautiful giraffes roam the savannah
 - iii) Sue changed the flat tire
 - iv) We are going to watch a movie tonight
 - v) I ran the obstacle course in record time
- 5. Explain listening skills and its importance as individual, as a leader and as a worker. Write at least five remedies to improve listening skills.
- 6. Explain the importance of reading and writing skills and how writing skills can be improved through understanding and practicing.
- 7. Write the importance of understanding the barriers to communication and ways to handle and improve communication barriers.

NOTE: Disclosure of Identity by writing Mobile No. or Making of passing request on any page of Answer Sheet will lead to UMC against the Student.

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