

**B.C.A. (Part—I) Semester—I Examination**  
**1ST6 : COMMUNICATION SKILLS (New)**

Time : 2.30 Hours]

[Maximum Marks : 50

**Note :— All questions are compulsory.**

1. Attempt any **ONE** of the following in about **100** words :
  - (i) Explain with examples good manners in action and speech, including an example of your own.
  - (ii) How did Woz and Steve create apple ? 5
2. Attempt any **ONE** of the following in about **100** words :
  - (i) What does the poet consider more terrifying than money ?
  - (ii) What is the theme of the poem “A Red, Red Rose” ? 5
3. Do as directed :
  - (i) Vinod wants to join \_\_\_\_\_ university. (Write appropriate article)
  - (ii) Gopu said, “The bell is ringing.” (Change into indirect speech)
  - (iii) Kumar is arriving today. (Add a question tag)
  - (iv) Social media is still \_\_\_\_\_ its infancy. (Write appropriate preposition)
  - (v) I saw this film. (Present Perfect Tense)
  - (vi) He was playing in the match yesterday. (Simple Past Tense)
  - (vii) The weather has improved. (Add a question tag)
  - (viii) Yearly (Give synonym)
  - (ix) Barren (Give antonym)
  - (x) Ms. Sen \_\_\_\_\_ (work) for a private company. (Use correct form of the verb)

10
4. Attempt any **TWO** of the following :
  - (i) Write an application for the post of Assistant Manager, to Tata Motors Ltd., Nagpur.
  - (ii) Prepare an advertisement for the launch of a new Laptop.
  - (iii) Prepare a curriculum vitae for the post of an Assistant Engineer.
  - (iv) In response to a newspaper advertisement, write a letter to the Personnel Manager of Orissa Engineering Pvt. Ltd., applying for the post of an Assistant Engineer in the company. Prepare Resume/C.V. to be enclosed in your letter. 10

5. Attempt any **TWO** of the following : [www.FirstRanker.com](http://www.FirstRanker.com) [www.FirstRanker.com](http://www.FirstRanker.com)
- (i) Write a report about 'Tree Plantation Week' in your college.
  - (ii) Prepare a report on 'Blood Donation Camp' in your college.
  - (iii) Write a dialogue between you and your friend on your preparation for the ensuing examination.
  - (iv) Write a dialogue between you and your friend about a visit to a Science Exhibition. 10
6. Attempt any **ONE** of the following :
- (i) Write a note on Barriers to Communication.
  - (ii) Explain the process of Communication. 5
7. Express your views on any **ONE** of the following :
- (i) Slow and steady wins the race.
  - (ii) Necessity is the mother of invention.
  - (iii) Failures are stepping stones to success. 5