

**B.C.A. (Part—I) Semester—II Examination**  
**2ST6 : COMMUNICATION SKILLS (New)**

Time : 2.30 Hours]

[Maximum Marks : 50

**Note :— Attempt all questions.**

1. Attempt any **ONE** of the following in about **100** words :
  - (i) What does the author mean by saying that there should be a 'Bharat brand of English' ?
  - (ii) Sketch the character of Jim. 5
2. Attempt any **ONE** of the following in about **100** words :
  - (i) Summarise in your own words, the poem, 'Father Returning Home'.
  - (ii) According to Rudyard Kipling what challenges a person may have to face in life ? 5
3. Do as directed :
  - (i) The time has come for us to consider it seriously. (Change into simple future tense)
  - (ii) She arrived \_\_\_\_\_ home anticipating with angry pleasure. (Use appropriate *preposition*)
  - (iii) I am not recommending that. (Add a question tag)
  - (iv) The receptionist asks, "Can I help you ?" (Change the *narration*)
  - (v) I dare not \_\_\_\_\_ (carry) an umbrella for fear of losing it. (Use appropriate form of the verb)
  - (vi) Rapidly she pulled down her hair. (Change the voice)
  - (vii) \_\_\_\_\_ little later, his wife had to do some shopping. (Use appropriate *article*)
  - (viii) Correct (Add Suffix)
  - (ix) Shine (Give Synonym)
  - (x) General (Give antonym). 10
4. Answer the following in about **100** to **120** words :
  - (i) You are Shashi Mathur, the Captain of SMC College Cricket Team, Pune. Write a leave application to the Principal for participating in University-level competition.

**OR**

You are Atharva Rao of Nagpur. Write a letter of complaint to the Municipal Corporation, Nagpur making them aware about the garbage problem in your locality causing health threats to the residents. 5

- (ii) You are Sara More from Kolhapur. Write a letter to your friend Jaya inviting her for the celebration of 60<sup>th</sup> birthday of your grandmother.

**OR**

You are Sarika Shinde studying in BCA 1<sup>st</sup> year at R.A.C. College, Mumbai. Write a letter to your parents informing them about your success and prize in dance competition organized by, 'Dance India Dance'. 5

You are Dinesh Ingle, BCA 1<sup>st</sup> year student of S.L. Mapari BCA College, Hinghaghat. Write an e-mail to your Principal requesting him to sanction medical leave for ten days as you are getting treatment in private hospital due to an accident.

OR

You are Vijay Jadhav, an MLA from Aurangabad. Write an e-mail to Mr. Yogesh Ugale for his outstanding contribution in Swachata Mission of Govt. of India. 5

- (ii) You are Dr. P.A. Sharma, Principal, RES College, Warora. Write a memoranda to inform the staff members about the changed college timings and new dress code to be implemented in the session 2018-19.

OR

You are Rajesh Agarmore, the Manager, SYSKA, LED, Pune. Write a memo to Mr. Shashi Gupta, an employee warning him about his negligence in duty in the company. 5

6. Write a short note on any **ONE** of the following :

(i) Interview and interviewing skills

(ii) Seminar. 5

7. Write a paragraph in about 100 words on any **ONE** of the following :

(i) Advantages and disadvantages of Mobile Phones.

(ii) 'Slow and steady wins the race'. 5