

Roll No.

Total No. of Pages : 02

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B.Sc.(CS) (2013 & Onwards) (Sem.-1)

COMMUNICATIVE ENGLISH-I

Subject Code : BCS-109

Paper ID : [A2221]

Time : 3 Hrs.

Max. Marks : 60

INSTRUCTION TO CANDIDATES :

1. SECTION-A is COMPULSORY consisting of TEN questions carrying TWO marks each.
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) How does noise act as a barrier to communication?
- b) What is the process of communication?
- c) Write a note on "non-verbal communication".
- d) Write a note on "conclusion" in a speech.
- e) List three important things about an IT business personality you like.
- f) How are listening skills important for a leader?
- g) List two things which can be used to overcome barriers to listening.
- h) Use the following as nouns and verbs in explanatory sentences :
 - i. Park
 - ii. Throw
- i) Change into indirect speech :
 - i. I said to him, "Wait till I return".
 - ii. She said to her mother, "Rahul may light the candle".
- j) Change into passive voice :
 - i. He looked after her mother.
 - ii. Will she paint the door?

SECTION-B**2. Read the following passage carefully and answer the questions that follow :**

The first step is for us to realise that a city need not be a frustrater of life ; it can be among other things, a mechanism for enhancing life, for producing possibilities of living which are not to be realized except through cities. But, for that to happen, deliberate and drastic planning is needed. Towns as much as animals, must have their systems of organs-those for transport and circulation are an obvious example. What we need now are organ systems for recreation, leisure, culture, community expression. This means abundance of open space, easy access to unspoilt Nature, beauty in parks and in fine buildings, gymnasia and swimming baths and recreation grounds in plenty, central spaces for celebrations and demonstrations, halls for citizens' meetings, concert halls and theatres and cinemas that belong to the city. And the buildings must not be built anyhow or dumped down anywhere; both they and their groupings should mean something important to the people of the place.

- a) How the cities can be made to provide full facilities for life?
 - b) What does it mean by "*a city need not be a frustrater of life*"?
 - c) How should the buildings be built?
 - d) In what way can Nature remain unspoilt?
 - e) What is the meaning of the word '*drastic*'? Use it in your own sentence.
3. Elaborate different types of business communication.
 4. Discuss various types of barriers to business communication.
 5.
 - a) Draft an email to the dealers/agents of your company regarding a discounts scheme launched by the company. Imagine all details.
 - b) What should we keep in mind while drafting an email?
 6. Write a note on "*Tenders and Advertisements*" with the help of examples.
 7. Explain how to find and use material for presentation.