

**Bachelor of Commerce (Computer Application) (B.C.C.A.) Semester-I Examination  
(New–Old)**

**ENGLISH–I (Communication Skills)**

**Compulsory Paper—1**

**(Old)**

Time : Three Hours]

[Maximum Marks : 80

**N.B. :—** All questions are compulsory.

**PART–A**

**N.B. :—** (1) All questions carry **2** marks.

(2) Answers to questions **5, 6, 7** and **8** should not be in more than **5** lines.

1. Fill in the blanks with suitable prepositions.  
Meet me \_\_\_\_\_ 3 p.m. \_\_\_\_\_ 10 January.
2. Fill in the blanks with suitable articles.  
\_\_\_\_\_ book I read was \_\_\_\_\_ interesting one.
3. Correct the error in the following sentences and rewrite them.  
(a) One of the girls were injured  
(b) She don't know the correct answer.
4. Make **one** sentence each using the following homophones :  
(a) Site  
(b) Sight.
5. What is the importance of eye-contact in communication ?
6. You are the Managing Director of Premier Textiles Limited, Akola.  
Draft a notice informing the employees about the annual general body meeting of the company.
7. Discuss any two factors responsible for the growing importance of communication.
8. What is the difference between hearing and listening ? 2×8=16

**PART–B**

**N.B. :—** (1) Each question carries **3** marks.

(2) Answers to questions **5, 6, 7** and **8** should not be in more than **10** lines.

1. Fill in the blanks with the correct form of the verb given in brackets :  
(a) We \_\_\_\_ (watch) the movie last night.  
(b) I \_\_\_\_ (go) to college every day by bus.  
(c) I \_\_\_\_ (visit) Japan next year.
2. Do as directed :  
(a) How terrible the deserted village looked ! (Change into an assertive sentence)  
(b) His role has been too great to be ignored. (Change into a negative sentence)  
(c) Everyone loves his country. (Change into an interrogative sentence)
3. Choose the correctly spelt word :  
(a) Begining, Beginning, Beggining.  
(b) Occassion, Occasion, Ocassion.  
(c) Convinient, Convoneint, Convenient.
4. Rewrite the sentences using the correct punctuation :  
(a) He came he saw and he conquered.  
(b) Dont you know the meaning of the word ?  
(c) Ram said, I am going to hit you.
5. Write a note on the importance of body language.

6. Write an e-mail to your friend congratulating him on the promotion that he got.
7. Explain any three principles that are needed to make an effective speech.
8. Write any three ways in which one can become a good listener.

3×8=24

**PART-C**

**N.B. :—** Answers should not be more than **400** words for **5** marks questions and **600** words for **10** marks questions.

1. (a) Write a note on vowels and consonants. 5
- (b) Differentiate between contoids and vocoids. 5

**OR**

- (c) What are the characteristics of language ? 10
2. (a) Write a letter to your father asking him to send you money for your hostel and college fees. 5
- (b) You are working as Assistant Manager at Yash Garment Stores, Manish Apartments, Nagpur. Write a letter placing an order for winter wear with Monte Carlo. 5

**OR**

- (c) Write an application letter along with your resume for the post of Administrative Officer, Hindustan Unilever, Mumbai. 10
3. (a) You have recently started coaching classes for school students. Write a suitable classified advertisement for publication in local dailies giving details of your classes. 5
- (b) Write a paragraph on 'use of mobiles today'. 5

**OR**

- (c) Write the agenda and the minutes of a meeting recorded by you as secretary of a pharmaceutical company. Make your own points for the agenda. 10
4. (a) What are the barriers to communication ? 5
- (b) Write a short story with a moral. 5

**OR**

- (c) Write an essay on "The Relevance of computers". 10

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1. (A) Read the following passage and answer the questions given below :

The "standard of living" of any country means the average person's share of the goods and services which the country produces. A country's standard of living, depends first and foremost on its capacity to produce wealth. "Wealth" in this sense is not money, for we do not live on money but on things that money can buy : "goods" such as food and clothing, and "services" such as transport and entertainment.

A country's capacity to produce wealth depends upon many factors, most of which have an effect on the other. Wealth depends to a great extent upon a country's natural resources, such as coal, gold, and other minerals, water supply and so on. Some regions of the world are well supplied with coal and minerals, and have a fertile soil and a favourable climate; other regions possess perhaps only one of these things, and some regions possess none of them. The USA is one of the wealthiest regions of the world because she has vast natural resources within her borders, her soil is fertile, and her climate is varied. The Sahara desert, on the other hand, is one of the least wealthy.

**Questions :**

- (i) What does a country's standard of living depend on ?
  - (ii) What are the important natural resources of a country ?
  - (iii) How do the different regions of the world vary ?
  - (iv) What has made the USA a very wealthy country ?
  - (v) In what respect is the Sahara Desert contrasted with the USA ? 10
- (B) (i) Match any **two** of the following words in column 'A' with their synonyms given in column 'B' :

**A**

abandon  
decrease  
serious  
honour

**B**

grave  
regard  
quit  
lessen

2

- (ii) Match any **two** of the following words in column 'A' with their antonyms given in column 'B' :

**A**

appear  
painful  
economical  
permanent

**B**

temporary  
disappear  
painless  
extravagant

2

- (iii) Give **one** word for the following (any **two**) :
- A place where coins are made.
  - List of items to be discussed in a meeting.
  - A person who is unable to pay his or her debts.
  - Someone who travels to a holy place. 2
- (iv) Change the following nouns into adjectives (any **two**) :
- Habit
  - Mother
  - Music
  - Wool. 2
- (v) Change the following adjectives into nouns (any **two**) :
- Fragrant
  - Happy
  - Kind
  - True. 2
2. (A) Write an application in response to the following advertisement :
- Computer operator required for Johnson and Johnson wholesale dealers of medicine located at M. G. Road, Nagpur. The candidate must have at least four years experience and adequate qualifications.
- OR**
- You are the Manager of Adani Power Plant Ltd., Tiroda, Gondia. Write a Job offer letter to a candidate who has been shortlisted for the post of Accountant, inventing necessary details. 10
- (B) Write a letter of inquiry to the Manager, Century Tyre House, Juhu, Mumbai asking for quotation and catalogues of various tyre companies.
- OR**
- You are a retailer of crockery and glassware. You have received a consignment of Sampson and Company, New Delhi recently and found 10 % of the articles received are in damaged condition. Write a letter of complaint to the manager of the company claiming damages. 10
3. Answer the following question in about **150** words :
- (A) What is communication ? Describe the essential elements of the process of communication.
- OR**
- What are the advantages and disadvantages of oral communication ? 10
- (B) Answer the following questions in about **75** words each (any **two**) :
- Why is written communication necessary ?
  - Write a note on electronic and print media.
  - Write a note on the sender's role in the process of communication. 10
4. (A) Answer the following questions in about **75** words each :
- Why does Leacock want to be photographed ? Is the purpose served ?
- OR**
- Describe the appearance and behaviour of the photographer.
- How can a teacher influence the village ?
- OR**
- What are the revolutionary views of socrates ?
- What, according to Nehru, are the challenges to be faced in future ?
- OR**
- What does Nehru mean by 'service to India' ? 15
- (B) Answer the following question in about **75** words :
- What, according to Roald Dahl, are the adverse effects of watching television ?
- OR**
- What are the benefits of staying calm ? 5