

**Bachelor of Commerce (Computer Application) (B.C.C.A.) Semester–I Examination****ENGLISH AND BUSINESS COMMUNICATION–I****Compulsory Paper–1**

Time : Three Hours]

[Maximum Marks : 80

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

1. (A) Read the following passage carefully and answer the questions given under it :

Much of the time of a savage is taken up in providing for his safety. He tries to defend himself against those he is able to fight; he seeks hiding places from those who are too strong for him. The remedy for this miserable state of things is to be found in a settled Government. To guard against foreign enemies and bands of robbers, Government provides soldiers. There are police to apprehend criminals, judges to try them, and prisons for their confinement. Were there no Government, every man would require to carry arms for his defence or to pay other men to defend him. If defrauded or injured, there would be no judge to decide the case. Neither would there be any roads, or post offices or any other public services.

To pay for soldiers, police, judges and other officers, there must be taxes. If a person tried to defend himself it would cost him far more, and, after all, the protection would be very insufficient.

**Questions :**

- (i) What is the problem of a savage ?
- (ii) Why is a settled Government necessary ?
- (iii) What would happen if there were no Government ?
- (iv) What is the purpose of taxes ?
- (v) Pick out the words in the passage which nearly mean :

- (i) arrest      (ii) understand 10

- (B) (i) Match any **two** of the following words in Column A with their correct synonyms given in Column B :

**Column A****Column B**

- |              |                |   |
|--------------|----------------|---|
| (a) Begin    | (i) Cruel      |   |
| (b) Contrary | (ii) Actual    |   |
| (c) Savage   | (iii) Opposite |   |
| (d) Real     | (iv) Start     | 2 |

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

**Column A****Column B**

- |            |             |   |
|------------|-------------|---|
| (a) Begin  | (i) Hate    |   |
| (b) Night  | (ii) End    |   |
| (c) Junior | (iii) Day   |   |
| (d) Love   | (iv) Senior | 2 |

- (iii) Give one word substitution for the following group of words (any **two**) :

- (a) A place where birds are kept.
- (b) One who makes things out of wood.
- (c) The scientific study of animal life.
- (d) A list of subjects to be considered at a meeting. 2

(iv) Change the following nouns into adjectives (any **two**) :

- (a) wood
- (b) parent
- (c) boy
- (d) child

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(v) Change the following adjectives into nouns (any **two**) :

- (a) broad
- (b) just
- (c) pure
- (d) strong

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2. (A) Write a job application for the post of typist to the Secretary, Zilla Parishad, Kakinada by providing your Bio-data in response to an advertisement in "The Hitavada" recently.

**OR**

You are the Manager of Adani Power Plant Ltd. Tirora, Gondia. Write a job offer letter to a candidate who has been short listed for the post of Assistant Manager, inventing necessary details. 10

- (B) You are the proprietor of Lucky Domestic Goods, Akash Chowk, Nagpur. You have received ten units of washing machines from Donco Suppliers, Sadar Bazaar, Delhi, in a defective condition. Write a letter of complaint.

**OR**

You are the Sales Officer, Om Sai Traders, Balipeth, Nagpur. Your firm deals in room coolers. Write a sales letter to the Manager, Rexim Bank, Civil Lines, Nagpur. 10

3. (A) Answer the following question in about **150** words :  
What are the advantages and disadvantages of Written communication ?

**OR**

What is communication ? Describe the essential elements of the process of communication.

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- (B) Answer any **two** of the following questions in about **75** words each :

- (i) What are the advantages of oral communication ?
- (ii) Mention the types of communication according to direction.
- (iii) Write a note on channel's role in the process of communication.

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4. (A) Answer the following questions in about **75** words each :

- (i) Why does Leacock want to be photographed ? Is the purpose served ?

**OR**

Why was Leacock angry with the photographer ?

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- (ii) How can a teacher influence the village ?

**OR**

What, according to Socrates, does 'practical education' mean ?

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- (iii) What does Nehru mean by 'Service to India' ?

**OR**

Describe Nehru's visits to India.

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- (B) Answer the following question in about **75** words :

What are the benefits of staying calm ?

**OR**

What, according to Roald Dahl, are the adverse effects of watching television ?

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