

Code : 303101

BCA 1st Semester Theory Examination, 2017

Communicative English

Time : 3 Hrs

Full Marks : 60

Instructions :

- (i) *There are Seven Questions in this paper.*
- (ii) *Attempt five questions in all.*
- (iii) *Question No. 1 & 2 are compulsory.*
- (iv) *The marks are indicated in the right side margin.*

Give one word for the following : 2×6=12

- (i) That through which light can not pass.
- (ii) A Government by the mob.
- (iii) Rule by the Church.
- (iv) A soldier who kills for money.
- (v) A position for which no money is paid.
- (vi) One who works for free.
- (vii) One who donates his wealth for the well being of the society.
- (viii) A general pardon given to offenders.
- (ix) A cure for all diseases.
- (x) A person in charge of a museum.

P.T.O.

2. Answer any three of the following:

3×4=12

- (i) Discuss on the structure and layout of a business letter.
- (ii) What is communication ? Discuss communication as process.
- (iii) Differentiate between a notice and a memorandum.
- (iv) Differentiate between a resume, biodata and curriculum vitae.
- (v) What is a technical proposal. Discuss in brief.

Answer any three questions of the following: 3×12=36

3. What is a report ? Discuss on the different types of reports.
4. Write an essay on "Cell phones should be banned in colleges" not exceeding 250 words. <http://www.akubihar.com>
5. There is a vacancy for the post of junior executive in IT company. Draft your resume along with a cover letter for the post.
6. Write a brief note on the growth of Mr. Rahul Bajaj as a successful businessman of India.
7. What traits would you like to inculcate in yourself after reading about Mr. N.R. Narayan Murthy.

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