

Roll No. Total No. of Printed Pages : 7

Code No. : BC - 196

Online Annual Examination, 2022

B.C.A Part I

[Communication Skills]

Time : Three Hours] [Maximum Marks : 80

Note : All questions are compulsory.

Unit-I

1. (a) Convert the following sentences into simple sentences : **5**

- (i) Bruno is my faithful dog. I love him.
- (ii) He hurt his foot. He stopped.
- (iii) He was overpowered. He surrendered.
- (iv) We must eat or. We cannot live.
- (v) He was so tired that he could not stand.

(b) Make compound sentences from the following : **5**

- (vi) If you do not hurry you will miss the train.

Code No. : BC-196

- (vii) I have found the book that I had lost.
- (viii) When he saw the danger., he paused.
- (ix) If you search his pockets, you will find the watch.
- (x) We can prove that the earth is round.

(c) Use the correct forms of the verbs given in the brackets. **5**

- (xi) The Earth round the sun. (move)
- (xii) I him on Monday. (meet)
- (xiii) The carriage was by four horses. (draw)
- (xiv) We are now english. (learn)
- (xv) She told me his name after he (leave)

Unit-II

2. Do as directed (any *fifteen*). **15**

- (a) Change the following sentences into passive :
 - (i) They told me the truth.
 - (ii) Post this letter.
 - (iii) Someone has picked his pocket.

Code No. : BC-196

- (iv) Who taught her French ?
- (v) All the students laughed at him.
- (b) Change the following into interrogative sentences :
- (vi) Everyone wishes to live long.
- (vii) No one can bear such an insult.
- (viii) He can read English.
- (ix) John likes tea.
- (x) I read well.
- (c) Change the following into Indirect speech :
- (xi) “What do you want ?”, he said to her.
- (xii) He asked, “Are you coming home with me ?”
- (xiii) The teacher said, “Sit down boys.”
- (xiv) She said, “French is easy to learn.”
- (xv) He said, “I have passed the examination.”
- (d) Transform the following Exclamatory sentences into Assertive sentences :
- (xvi) How beautiful is the night !
- (xvii) If only I were young again !

Code No. : BC-196

- (xviii) What a delicious meal !
- (xix) Ah, what a sight was there !
- (e) Transform the following into negative sentences :
- (xx) As soon as he came, he made objections.
- (xxi) He is greater than me.
- (xxii) He is sometimes foolish.

Unit-III

3. (a) Write a report on the problem of air pollution in your city. Given recommendations to minimize it. **5**

Or

Describe your visit to an exhibition organized by the district authorities to promote local cottage industries.

Or

Describe Independence Day celebrations in your college to commemorate India's freedom.

- (b) Write a letter to your friend, asking him to attend the marriage of your brother. **5**

Code No. : BC-196

Or

Write a letter to the Mayor of the municipal corporation. Complaining about the in sanitary condition of your locality.

- (c) Write a letter to a book seller placing an order for some books. **5**

Or

Write a letter to your friend asking him/her to come and stay with you after examination.

Unit-IV

4. (a) Read the passage and answer the following questions given below : **5**

Tourism plays a vital role in the economic development of any place. The tourism industry employs a large number of people, both skilled and unskilled. Every region is identified with its handicrafts, fairs, folk dances, music and people. Hotels, travels agencies, transport including airlines benefit a lot from this industry. It generates foreign exchange and promotes cultural activities,. Infrastructure also gets better in order to keep the standard as per international levels of tourism.

Code No. : BC-196

In order to increase tourism potential, one needs to think beyond the simplistic sightseeing ones. A variety of new age tourism such as spiritual tourism', 'medical tourism' etc. are coming up. Tourism, can help in overall sustainable economic growth and development.

Questions :

- (i) Which industry plays a vital role in the economic development of any place ?
(ii) Which sectors get benefitted from tourism ?
(iii) What does tourism promote ?
(iv) Mention the upcoming variety of tourism ?
(v) Give a suitable title to the passage.
- (b) Write a note on the technique of summarizing. **5**

Or

What do you understand by paraphrasing ? Explain briefly.

- (c) Define Presentation. Write the process of presentation on "ban on soft drinks." **5**

Code No. : BC-196

Unit-V

5. (a) (i) Write a short note on Fax.
(ii) What do you understand by a memorandum ?

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- (b) (i) Discuss the significance of video conferencing.

- (ii) Define Formatting. What are the formatting tools in MS Word ?

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