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**BO—02—2016**

**FACULTY OF SCIENCE**

**B.C.A. (First Year) (First Semester) EXAMINATION**

**OCTOBER/NOVEMBER, 2016**

**(Revised Course)**

**ENGLISH**

**Paper I**

**(Communication Skills in English)**

**(Thursday, 17-11-2016)**

**Time : 10.00 a.m. to 1.00 p.m.**

*Time—Three Hours*

*Maximum Marks—80*

*N.B. :— (i) All questions are compulsory.*

*(ii) Figures to the right indicate full marks.*

*(iii) Question No. 1 is compulsory. Attempt either (A) or (B) from Q. No. 2 to Q. No. 4.*

*(iv) Use diagram if necessary.*

1. Write short notes on the following : 20

(a) Horizontal communication

(b) Purposes of reading

(c) Types of listening skill

(d) Characteristics of writing skill.

2. (A) Attempt the following :

(a) Discuss the LSRW in detail. 8

(b) Discuss the methods of communication in detail. 7

*Or*

(B) Attempt the following :

(c) Define language and discuss the features of language.

(d) "Communication is a two-way process." Discuss.

3. (A) Attempt the following :

(a) How to overcome the barriers of communication ? 8

(b) "‘Listening’ and ‘Reading’ are passive skills and speaking and writing are active skills of language." Discuss. 7

P.T.O.

Or

(B) Attempt the following :

- (c) What are the barriers of communication ?
- (d) Write a note on telephone etiquettes.

4. (A) Attempt the following :

- (a) You have looked a room in a hotel and you notice the geyser, the fans and lights are not working. You go to the housekeeper and complain to him/her about all these things. Write a brief dialogue. 8
- (b) Make a note of the following passage :

Language exists in two forms—written and spoken. Conversation is a type of spoken language. Conversation may be defined as informal talk. It is a medium in which people exchange news, views, feelings and thoughts in a friendly manner. Conversation differs from dialogue, which, in its strict sense means written conversation in a book. Dialogue also means discussion on an issue. Conversation differs from chat. Both the types of communication are free and informal. However, chat is a little too informal, entertaining in nature. Conversation should also be differentiated from discussion, which is a serious conversation between people. People who take part in a discussion consider different aspects of a problem.

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Or

(B) Attempt the following :

- (c) Write the summary of the above given passage [Q. No. 4(A) (b)]
- (d) Develop the idea 'Necessity is the Mother of Invention'.

5. Solve any *three* of the following :

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- (a) Transcribe the following words phonemically :
  - (1) Three
  - (2) Must
  - (3) Today
  - (4) Write
  - (5) Arrange

(b) Transcribe the following sentences using stress and intonation :

- (1) They play tennis.
- (2) When do you study ?

(c) Give *three* term labels for the following sounds :

(1) /t/

(2) /p/

(3) /m/

(4) /h/

(5) /ɜ/

(d) Identify the syllable structure in the following words :

- (1) Right
- (2) Diagram
- (3) Communication
- (4) Follow
- (5) Definition.