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**BO—05—2016**

**FACULTY OF SCIENCE**

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

**OCTOBER/NOVEMBER, 2016**

**(Revised Course)**

**ENGLISH**

**(Communication Skills in English-II)**

**(Friday, 18-11-2016)**

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

*Time—Three Hours*

*Maximum Marks—80*

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

*(ii) Attempt either (A) or (B) from Q. No. 3 and Q. No. 4.*

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

*(iv) Use diagrams if necessary.*

1. Write short notes on the following : 20

(a) Closed word classes

(b) Verbs

(c) Adjective phrase

(d) Complex sentence.

2. Do as directed : 15

(a) Change the voice of the following sentences :

(i) Mr. Thomas taught us grammar.

(ii) The coast guard refused him admittance.

(iii) Open the book.

(iv) They compelled the enemy to surrender.

(v) Why did the police catch the thief ?

(b) Change the narration of the following sentence :

(i) He said, "I am not feeling well."

(ii) She said, "I have studied grammar."

P.T.O.

- (iii) The nurse said to the patient, 'Take these medicines regularly'.
- (iv) The teacher said, "Why are they wasting their time ?"
- (v) The boy said, "How ! I have won the game !"
- (c) Correct the following sentences :
- (i) Do he write a story ?
- (ii) He has headache.
- (iii) I am taking dinner now.
- (iv) They are good childs.
- (v) Why did he take a wrong decision ?
3. (A) Attempt the following :
- (a) Write a letter to the manager of a bank complaining him about the rude behaviour of the clerk. 8
- (b) Write a curriculum vitae of an imaginary candidate for the post of Accountant. 7
- Or*
- (B) Attempt the following :
- (c) Write a letter to your elder sister telling her about your college gathering celebration and your participation in cultural activities.
- (d) Imagine that you are a journalist. You have visited a flood affected area and also interviewed the flood affected victims. Write a report for the newspaper on the basis of your personal investigation.
4. (A) Attempt the following :
- (a) What are the soft skills ? Explain in detail. 8
- (b) What is meeting ? Explain in detail. 7

Or

(B) Attempt the following :

(c) What is interview ? Discuss in detail.

(d) 'Group discussion is one of the selection procedures.' Explain.

5. Analyse any *three* of the following words mentioning word classes with changing or maintaining suffixes or prefixes (use tree diagram) : 15

(a) Devaluation

(b) Enjoyable

(c) Enslavement

(d) Disconnection