



MBB-003-003107 Seat No. _____

B. C. A. (Sem. I) Examination

November / December – 2016

English

CS - 01 : Communication Skill

(Old Course)

Faculty Code : 003

Subject Code : 003107

Time : $2\frac{1}{2}$ Hours]

[Total Marks : 70

Instructions : Figures to the right indicate maximum marks.

1 Answer the following questions : **20**

- (1) Pedestrian is a person who walks on ?
- (2) Give the opposite word of 'coward' ?
- (3) What the word 'catalogue' means ?
- (4) Give an antonym of the word 'forget'.
- (5) What is the plural form of mouse ?
- (6) What the word 'autobiography' means ?
- (7) If present : Past then After : ?
- (8) Give the synonym of the word 'capacity'.
- (9) What the word 'cardiologist' means ?
- (10) If first : last then open : ?
- (11) Happy Birthday ! _____ you live long ! (insert suitable auxiliary)
- (12) You _____ obey the traffic rules. (insert suitable auxiliary)
- (13) God _____ bless you ! (insert suitable auxiliary).
- (14) Oxygen is _____ gas (insert an article)
- (15) He is _____ honest man (insert an article)
- (16) _____ sun rises in the east (insert an article)

- (17) My mother _____ well (insert the suitable verb form of 'cook')
- (18) She _____ cricket everyday (insert the suitable verb form of 'play')
- (19) Look ! The cat _____ milk (insert the suitable verb form of 'drink')
- (20) He _____ yesterday. (insert the suitable verb form of 'death')

- 2** (a) Answer in brief : (any **three**) **6**
- (1) What is body language ?
 - (2) What is interview ?
 - (3) What is 'Memo' ?
 - (4) What is kinesis ?
 - (5) What is paralanguage ?
 - (6) What is space language ?
- (b) Answer any three of the following : **9**
- (1) What is feedback ?
 - (2) What is vertical communication ?
 - (3) What is group discussion ?
 - (4) What is presentation skill ?
 - (5) What is notice ?
 - (6) What is grapevine ?
- (c) Answer any **two** of the following : **10**
- (1) What is communication ?
 - (2) What is process of communication ?
 - (3) What is written communication ?
 - (4) What is non-verbal communication ?
 - (5) What is public speaking ?

3 (a) Write any **two** of the following : **15**

- (1) Prepare an inquiry letter for mobiles required for your firm.
- (2) Draft an application for the post of computer operator in your college.
- (3) Prepare an annual report of your company.
- (4) Write a letter to the Bus Station Master, Jamnagar, regarding the problems of the students to get concession passes.

(b) Answer any **two** of the following : **10**

- (1) Write a letter to your sister with a subject line of your failure in the final examination.
- (2) On behalf of Saurashtra University, Rajkot; put an order for various models of laptops.
- (3) Draft a press release regarding students' strike.
- (4) Submit an annual sales-report on behalf of Field Marshall Company, Rajkot.
