



BBA-003-003107

Seat No. _____

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

July – 2021

Communication Skill

(Old Course based on 2010 Syllabus)

Faculty Code : 003

Subject Code : 003107

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

[Total Marks : 70

Instruction : Figures to the right indicate maximum marks.

1 (A) Fill in the blanks with an appropriate articles : **5**

(a, an, the).

(1) The sun sets in _____ west.

(2) She writes _____ article.

(3) He is _____ honest man.

(4) Virat is _____ best captain.

(5) Shailee waits for _____ week.

(B) Fill in the blanks with an appropriate auxiliary **5**

given in the bracket :

(1) She _____ die soon. (may, must)

(2) He _____ lead the nation. (would, can)

(3) Sachin _____ work hard to get distinction.
(must, could)

(4) Rushi _____ do it. (will, could)

(5) Everyone _____ obey the Covid SOP.
(may, shall)

(C) Fill in the blanks with appropriate form of verbs : **5**

- (1) He _____ piano well. (play)
- (2) She _____ him for a help yesterday. (ask)
- (3) Shiv _____ to Delhi next week. (go)
- (4) Look! It's _____ (rain)
- (5) Saroj _____ in Surat. (study)

(D) Do as directed : **5**

- (1) Give antonym of the word "forget."
- (2) Give synonym of the word "modest."
- (3) Give one word of "that could be eaten."
- (4) Give the plural of the word "man."
- (5) A child who lost both his parents is orphan.
(true or false)

2 Answer any **two** of the following : **20**

- (1) What are group discussion and its skills?
- (2) What is nonverbal communication?
- (3) How to prepare better for an interview?
- (4) Define and discuss communication and its process?

3 Answer any **two** of the following : **15**

- (1) Write a letter to the Superintendent of Police about the traffic in your area.
- (2) Write an inquiry letter for computers in your company.
- (3) On behalf of Dev prepare an application for the post of a clerk a college.
- (4) As the manager of a company submit a report on corruption of peons in the company.

4 Answer any **two** of the following :

15

- (1) Write a letter to your brother regarding corona in the village.
 - (2) On behalf of City Mall, Amreli; put an order for gents' wares to Peter England, Ahmedabad.
 - (3) There are many healthy practices of the staff at Rajkot Branch. As you have been given responsibility to prepare a report.
 - (4) Draft a press release regarding Sports Competition organized in your College.
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