

Unit IV

5. What is official letter ? How is it written ?
14

Or

Write an application to the Chairperson of the
Department for organising an educational tour.
14

Roll No.

Exam Code : J-21

Subject Code—51693

B.C.A. EXAMINATION

(Main & Re-appear)

(Batch 2018 & 2019)

(First Semester)

COMMUNICATION SKILLS (ENGLISH)

BCA-116

Time : 3 Hours

Maximum Marks : 70

Note : Attempt *Five* questions in all. Q. No. 1 is compulsory. All questions carry equal marks.

1. Write short notes on the following : **2×7=14**

- (a) Fax
- (b) e-mail
- (c) Text message
- (d) Active voice
- (e) Letter writing

- (f) Communication Skill
- (g) Effective Communication

Unit I

2. Write a short essay on "Climate of Hisar" *or* "Launching of Airport at Hisar". (300 words)
14

Or

Write a short motivational story *or* educational story from prescribed textbook (Reflection). (300 words)
14

Unit II

3. Read the following passage and answer the questions given below :
14

Language is an art. It is a craft also. It is the most commonly used and effective medium of self-expression. Language is an integral part of communication. Language may be verbal. It may be non-verbal or body language. The science of body language is called "KINESICS".

- (i) What is the role of language in self-expression ?
- (ii) Is language an art ? How ?
- (iii) Is language a craft ? Why ?
- (iv) What is an integral part of communication ? And why ?
- (v) What is kinesics ?

Or

Explain the following :

- (a) Fax has become outdated.
- (b) Importance of email
- (c) Role of text message in information age.
14

Unit III

4. What is Article ? Discuss its role in the English language.
14

Or

What is Tense ? Describe the various types of Tense with suitable examples.
14