



**ED-2856**

BCA (Part-I) Examination, 2021

Paper - VI

Communication Skills

*Time* : Three Hours] [Maximum Marks : 80

[Minimum Pass Marks : 27

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**Note** : Answer **all** questions legibly. The figures in the right-hand margin indicate marks.

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**Unit-I**

1. (a) Fill in the blanks with suitable modals from the list given below : **(any four)** 4
- can, could, may, might, shall, should, will, would, must, dare.
- (i) We ..... die one day.
- (ii) We ..... aim at noble goals.
- (iii) How ..... you insult him ?
- (iv) They ..... gladly accept the offer.
- (v) ..... live long !
- (vi) He ..... speak Spanish.



( 2 )

- (b) Rewrite the following sentences using the correct form of the verb given in the bracket : **(any four)** 4
- (i) She ..... to school everyday. (go)
  - (ii) We are now ..... english. (learn)
  - (iii) When you came in, I ..... . (write)
  - (iv) She told me his name after he ..... .  
(leave)
  - (v) The Himalayas ..... to the north of India. (lie)
  - (vi) He ..... in this town since 1980.  
(live)
- (c) Change the following sentences into compound sentences : **(any four)** 4
- (i) He knocked. No one came to open the door.
  - (ii) He gave a nice dinner. He also drove us back home.
  - (iii) He is poor. He is honest.
  - (iv) The time was short. He completed the work.
  - (v) I bought a watch. It shows the date.
  - (vi) The Chief Minister has resigned. All other ministers have resigned.



( 3 )

(d) Change the following sentences into complex sentence : **(any four)** 4

- (i) You sent me a boy yesterday. I am impressed with him.
- (ii) The thief carried away the box. We had kept our clothes in it.
- (iii) Mrs. Rao introduced me to her husband. I had not seen him before.
- (iv) The boy has very fine manners. Everyone likes him very much.
- (v) Cut down your expenses. Then you can save something.
- (vi) The grapes hung over the garden wall. The fox saw the grapes.

### Unit-II

2. (a) Change the voice : **(any four)** 4

- (i) The enemy bombed the city last night.
- (ii) You must send a reply without delay.
- (iii) Inform the police of the accident.
- (iv) Can we send this big parcel by air ?
- (v) The peon opened the gate.
- (vi) I have sold my bicycle.



( 4 )

(b) Change into indirect speech : **(any four)** 4

(i) He says, "I am going to town with my sister."

(ii) He said to me, "Do you play football?"

(iii) He said, "Happy new year!"

(iv) My wife said, "I'll answer the phone for you."

(v) She said, "I want to bring my children tomorrow."

(vi) She said to her father, "Give her some money."

(c) Change the following sentences into negative sentence without changing the meaning : **(any four)** 4

(i) He is greater than me.

(ii) Akbar was the greatest of the Great Mughals.

(iii) He is sometimes foolish.

(iv) Her clothes are beautiful.

(v) The box was empty.

(vi) He was unhappy.



( 5 )

- (d) Change the following assertive sentences to interrogative sentences : **(any four)** 4
- (i) It costs three rupees.
  - (ii) I can do the work.
  - (iii) Mr. Bose is there.
  - (iv) The iron is hot.
  - (v) There was a snake.
  - (vi) We must listen to his words.

**Unit-III**

3. (a) Write a report on anyone of the following topics : 8
- (i) Status of Covid-19 in your city.
  - (ii) Annual function of your college.
  - (iii) Shortage of water in your locality.
- (b) Write an application to the principal of your college for granting you scholarship. 4

**OR**

Write a letter to your friend inviting her/him for your birthday party.

- (c) Describe any memorable events in your life. 4

**OR**

Describe the memories of any festival you have celebrated.



( 6 )

**Unit-IV**

4. (a) Write the precis of the following passage and suggest a suitable title : 8

Speech is a great blessing but it can also be a great curse. For, while it helps us to make our intentions and desires known to our fellows, it can also, if we use it carelessly, make our attitude completely misunderstood. A slip of the tongue, the use of an unusual or an ambiguous word, and so on, may create an enemy where we had helped to win a friend. Again different classes of people use different vocabularies, and the ordinary speech of an educated man may strike an uneducated listener as showing pride; unwillingly we may use a word which bears a different meaning for our listener from what it does to men of our own class. Thus speech is not a gift to use lightly without thought; but one which demands careful handling; only a fool will express himself alike to all kinds and conditions of men.

**OR**

Write a note on Presentation Skill.



( 7 )

- (b) Read the passage and answer the question given below :

In one of the poems of Tagore, someone asks, what will happen when the sunsets, as the darkness gathers, all remain silent until a small lamp light me. I will do the best I can, said the lamp. And this came true in the history of India when the sun of Nehru had set on 27th May, 1964. His death shook the whole country. Everybody felt that a sad darkness surrounded them. At such a time though very few people had expected it, the Congress Party elected Lal Bahadur Shastri to take Nehru's place as the Prime Minister of India. And he did the best he could to light the way for the his people at the time of great troubles. No man could have done more. Shastriji was only five feet two inches tall and his weight was about fifty kilograms. People in foreign countries used to call him 'The little Sparrow'. They did not know that behind such a figure Shastriji carried strength and speed of an Indian tiger.

**Questions :**

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- (I) What does the small lamp say ?  
(II) What shook the whole country ?



( 8 )

(III) Who took the place of Nehru as the Prime Minister of India ?

(IV) What did the people in foreign countries called Shastriji ?

(V) What was the height of Shastriji ?

(VI) Give the synonyms of the following :

(i) Frame

(ii) Strange

(iii) Illumination

#### Unit-V

5. Write a short note on any **two** topics : (Word limit 150-200 words) 8×2

(a) E-mail

(b) Video Conferencing

(c) Fax

(d) Notice

(e) Memorandum

(f) Circular

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