

2211000101010002
BCA (Sem-I)
Examination July-2023
Communication Skills In English

[Time: Three Hours]

[Max. marks: 70]

Seat No:

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Student's Signature

Q.1 Answer the following. (Any Seven)

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- 1) Define the term "Communication".
- 2) What is a difference between hearing and listening?
- 3) How can we reduce barriers of listening?
- 4) What are the basic components of non-verbal communication?
- 5) Define Critical thinking.
- 6) Why do we need to develop efficient reading skill?
- 7) What is the difference between intensive reading and extensive reading?
- 8) What is a difference between skimming and scanning?
- 9) What are the differences between efficient and inefficient readers?
- 10) What is Inter-personal communication?

Q.2

A) Draft a presentation with slides on any one of the given topic.

07

- 1) Impact of technology on our health
- 2) Advantages of positive thinking

B) Draft a conversation between two friends discussing about advantages and Disadvantages of E-bikes.

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OR

Kiran would like to participate in G20 Presentation Competition organized by college. **07**
Prepare a conversation between Kiran and teacher, seeking information for participation.

Q.3

A) Read the passage and answers the questions that follow.

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Education is an essential part of our life. It not only helps us acquire knowledge and skills but also helps in building our character and values. Education plays an important role in our personal and professional development and is an investment in our future.

Education is an essential part of our life. It not only helps us acquire knowledge and skills but also helps in building our character and values. Education plays an important role in our personal and professional development and is an investment in our future. Education has many benefits. It helps us understand the world around us and think critically and creatively. It also gives us the skills we need to succeed in the workforce and contribute to our communities. Education can open up new opportunities and give us a sense of accomplishment and self-satisfaction.

Additionally, education helps promote equality and social mobility. It gives individuals the tools and knowledge they need to rise out of poverty and achieve their full potential. Education is also a key factor in reducing discrimination and promoting understanding and tolerance between different cultures and groups.

Political education has many connotations. It may be defined as the preparation of a citizen to take well-informed, responsible and sustained action for participation in the national struggle in order to achieve the socio-economic objectives of the country. The predominant socio-economic objectives in India are the abolition of poverty and the creation of a modern democratic, secular and socialist society in place of the present traditional, feudal, hierarchical and in egalitarian one. The situation will not change unless we take vigorous steps to provide genuine political education on an adequate scale. This is one of the major educational reforms we need, and if it is not carried out, mere linear expansion of the existing system of formal education will only support the status quo and hamper radical social transformation.

As the Indian Education System is facing so many problems, we need to come up with effective solutions so it improves and creates a brighter future for students. We can start by focusing on the skill development of the students. The schools and colleges must not only focus on the ranks and grades but on the analytical and creative skills of children. In addition, subjects must not be merely taught theoretically but with practical. This will help in a better understanding of the subject without them having to mug up the whole thing due to lack of practical knowledge.

In short, education is an important part of our lives and has the power to transform individuals and communities.

- 1) What is the importance of education in our lives?
- 2) Write some benefits of education.
- 3) How does education promote equality and social mobility?
- 4) How can education change individuals and communities?
- 5) What should be the main purpose of political education?
- 6) What are the predominant socio-economic objectives in India?
- 7) What solution we can take to improve Indian Education System?

B) Prepare a Blog on “pros and cons of AI (Artificial Intelligence)”.

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- Q.4** A) Write a resume to HRD Department; Wipro, Mysore for the position of software engineer highlighting your experience in software development. **07**

OR

Eklavya Commerce Institute requires Librarian for permanent post in college. Draft a resume. **07**

- B) Make a precis of the following passage and suggest a suitable title. **07**

One of our most difficult problems is what we call to discipline and it is really very complex. You see, society feels that it must control or discipline the citizen, and shape his mind according to certain religious, social, moral, and economic patterns. Discipline is an attribute that involves a definite set of rules, parameters and behavioural patterns. When combined and applied together, these help to maintain the social and personal order of events in life. Discipline is an inherent part of society and the very beginning of its role starts in our educational institutes. But nowadays people often lose track of time and have to make significant efforts to maintain a disciplined lifestyle.

Now, is discipline necessary at all? Please listen carefully. Don't immediately say YES or NO. Most of us feel, especially while we are young, that there should be no discipline, that we should be allowed to do whatever we like and we think that is freedom. But merely to say that we should be free and so on has very little meaning without understanding the whole problem of discipline.

The keen athlete is disciplining himself the whole time, isn't he? His joy in playing games and the very necessity to keep fit make him go to bed early, refrain from smoking, eat the right food, and generally observe the rules of good health. His discipline and punctuality are not an imposition but a natural outcome of his enjoyment of athletics.

- Q.5** A) Draft a report on the decline in sales of the company's product, suggesting remedies. **07**

OR

You are Jayesh Pandya working in education department; draft an informational report on New Education Policy. **07**

- B) Though you have informed GEB to change your address, you have been receiving your electricity bill at your old address for a long time. Write an Email to administrative officer of GEB about it. **07**

OR

Suraj writes an Email to the manager of State bank of India for activate his dormant account. **07**