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B. C. A. F.Y. (Sem –I)

Examination December-2023

Communication Skills in English

Seat No:

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[Time: Three Hours]

[Max. marks: 70 ]

**Instructions**

- (1) All questions are compulsory
- (2) Figure to the right indicates full marks of the questions

Student's Signature

**Q.1 Answer the following. (Any Seven)**

**14**

- 1) What is Semantic gap in Communication?
- 2) List out the types of listening with the examples.
- 3) List the steps of communication.
- 4) What are the differences between mass communication and media communication?
- 5) Explain the techniques for Effective Listening.
- 6) What are the principals of creative thinking?
- 7) What is inter-personal communication?
- 8) How over excitement and forged attention effect adversely on listening skill?
- 9) What is the difference between scanning and skimming?
- 10) What are psychological barriers?

**Q.2 (A) Draft a presentation with slides on any one of the given topic.**

**07**

1. Importance of discipline in student life
2. Advantages of Positive thinking

**Q.2 (B) Draft a conversation between two friends discussing importance of nature in our Modern life.**

**07**

**OR**

Sudhanshu would like to participate in Kaun Banega Crorepati contest.

Prepare a conversation between Sudhanshu and teacher, seeking information for participation.

**Q.3 (A) Read the passage and answers the questions that follow.**

**07**

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.

Under the colonial rule, the Congress leaders argued that political education was an important part of education and refused to accept the official view that education and politics should not be mixed with one another. But when they came to power in 1947 they almost adopted the British policy and began to talk of education being defiled by politics. 'Hands off education' was the call to political parties. But in spite of it, political infiltration into the educational system has greatly increased in the sense that different political parties vie with each other to capture the mind of teachers and students. The wise academicians wanted political support, without political interference. What we have actually received is infinite political interference with little genuine political support. This interference with the educational system by political parties for their own ulterior motives is no political education at all and with the all round growth of elitism, it is hardly a matter for surprise that real political education within the school system (which really means the creation of a commitment to social transformation) has been even weaker than in the pre-independence period.

During that time only, the struggle for freedom came to an end and the major non- formal agency of political education disappeared. The press played a major role by providing some political education. But it did not utilize the opportunity to the full and the strangle hold of vested interests continued to dominate it. The same can be said of political parties as well as of other institutions and agencies outside the school system which can be expected to provide political education. After analyzing all these things , it appears that we have made no progress in genuine political education in the post-independence period and have even slid back in some respects. For instance, the education system has become even more elite-oriented. Patriotism has become the first casualty. The father of the nation gave us the courage to oppose government when it was wrong, in a disciplined fashion and on basic principles. Today, we have even lost the courage to fight on basic issues in a disciplined manner because agitational and anarchic politics for individual, group or party aggrandizement has become common. In the recent times the education system continues to support domination of the privileged groups and domestication of the under- privileged ones. 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.

1. According to the passage, what should be the main purpose of political education?
2. How has politics been related to educational institutions after independence?
3. Which is the major drawback of the present education system?
4. What did Congress leaders argue about political education?
5. Why we have lost the courage to fight on basic issues in a disciplined manner?
6. Give synonym of 'hinder' which is used in the passage?
7. Give opposite of "sanctify" which is used in the passage?

**Q.3 (B) Prepare a Blog on “pros and cons of Artificial Intelligence in Business”. 07**

**Q.4 (A) Draft a resume for the post of a Database Administrator with minimum two years' Experience required by the Oracle software company, Bangalore-560076, India 07**

**OR**

**(A) Astral Adhesives Chemical pvt Ltd, Ahmedabad requires sales manager for their firm. Draft a resume for the respective post. Draft a resume. 07**

**(B) Make a précis of the following passage and suggest a suitable title. 07**

In this fast-moving world, gadgets and electronic devices play an essential role; with the help of science and technology, anything is possible in this world. Therefore without having consciousness, we come across various gadgets in daily life. Consequently, we depend on them almost. Electronic gadgets are of various types in the world of devices. In that way, they make the life of people more accessible and more innovative. Wherever we go, the market has a vast number of advanced gadgets. Most of them are fruitful and very useful.

Due to the advanced technologies, we can use gadgets of different kinds. We all depend on devices from the morning alarm clock to night, night lamps. Compared to human activity and machine activity, the machine takes the lead in this world. No field is operating only with humans as overall man is dependent on them, as without them we cannot do anything. Some of the gadgets we cannot even imagine without being them are Laptops, smartphones, microwaves, smart watches, etc. The use of devices has solved lots of problems with physically challenged people. It has influenced us in many ways, and we can't even think without gadgets in our daily lives.

Gadgets have made our lives pleasurable and comfy. Starting from the summer to the winter season, we are making ourselves with AC and room heaters. Some of the other gadgets include a dryer hair straightener. You can't be able to find a single house without these gadgets. Devices do help in saving a lot of space. In earlier days, there were telephones, where one needed to sit in one place and talk, but now with smartphones, one can travel around and talk wherever. Some other gadgets meant for fun, like iPod, Mp3, PlayStation, etc., have always been our favourite. These things are only possible because of modern technology. The usage of these gadgets brings closeness and smile to the family members. They have become essential since they have managed boredom and loneliness in our daily lives. Though technology and widgets may be helpful if made an addiction, they can be harmful. Thus to avoid addiction to it, you can set a time limit. We need to understand that technology and gadgets make our lives easier. Therefore, we should not become addicted to them.

**Q.5 (A) Draft a report on the accident in a factory to be submitted by secretary to the director of the company. 07**

**OR**

**Report on the decline in sales of the company's product, suggesting remedies. 07**

**(B) You have observed wrong delivery of furniture. Write an Email to your vendor about not delivering the right number of furniture items ordered. 07**

**OR**

**Write an email to congratulate your colleague for achieving his sales target before the deadline. 07**