

# BCA 1<sup>st</sup> SEMESTER EXAM., 2014

## COMMUNICATION ENGLISH CODE- 303101

Time: 3 hours

Full Marks: 60

Instructions:

- i. The Marks are indicated in the right -hand margin.
- ii. There are **SEVEN** questions in this paper.
- iii. Attempts **FIVE** question in all.
- iv. Question Nos. **1** and **2** are compulsory.

**1.** Complete the following sentence using an appropriate form of the word given in the brackets (any six). 2\*6=12

- (a) We have to \_\_\_\_\_(mobile) support for the project.
- (b) If you follow my advice, you will \_\_\_\_\_(success).
- (c) She couldn't contain her \_\_\_\_\_(excite).
- (d) Booker's \_\_\_\_\_ (determine) to learn to read helped him in his later life.
- (e) You have every right to be proud of your \_\_\_\_\_ (accomplish).
- (f) She takes great \_\_\_\_\_(proud) in her success.
- (g) WE are waiting for the \_\_\_\_\_(conform) of the news.
- (h) His \_\_\_\_\_ (ignorant) led to his disaster.
- (i) Babies yearn for love and \_\_\_\_\_ (appreciate).
- (j) A nation that is \_\_\_\_\_ (depend) on foreign aid for its survival cannot progress.

**2.** Answer any three of the following: 4\*3=12

- (a) Give one word for the following:
  - (I) One who is out to subvert a government
  - (II) One who changes sides
  - (III) One who can speak two languages
  - (IV) One who looks on the bright side of things
  - (V) One who copies from other writers
  - (VI) One who thinks only of welfare of women
  - (VII) One who has strange habits
  - (VIII) That through which light cannot pass

(b) Distinguish between the following pair of words:

- (I) Bazar, Bizzare
- (II) Exercise, Exorcise
- (III) Birth, Berth
- (IV) Desert, Dessert
- (V) Breech, Breach
- (VI) Altar, Alter
- (VII) Yoke, Yolk
- (VIII) Pore, Pour

(c) Distinguish between memorandum and agenda with a suitable diagram.

(d) Discuss on the structure and layout of a business letter.

(e) Discuss the principle of business correspondence.

Answer any three of the following:

12\*3=36

**3.** Define a resume and discuss the principles of resume writing.

**4.** What are the barriers of communication?

**5.** Assume that you are the Manager of Axis Bank. Write a letter to a customer who has not operated his account for two years informing him that his account has been frozen.

**6.** Enumerate the benefits of affective reading .

**7.** Write a précis from the given passage:

Authority in the twentieth century is nowhere what it was. In certain spheres it has disappeared altogether. Public opinion no longer feels bound to enforce morality as it did by means of spoken disapproval and informal penalties. Fathers have ceased to rule the family , employers no longer enjoy the status of masters; the upper class have ceased to inspire imitation as models of correct behaviour; schoolmasters and university dons no longer dominate the minds of the young. Things once considered inherently wrong are tolerated where they are thought to do no manifest harm: fornication, adultery, homosexuality, abortion, nudity and erotica flourish openly where they were once legally penalized or forced to be discreetly

veiled. Adolescents, who were once subject to the edicts of parental jurisdiction, live they please, often earning as much as their fathers, and enjoying more legal at eighteen than their grandparents possessed at any time during their lives.

But this decline of authority in the twentieth century has not necessarily meant a rise in liberty. For the concept of authority is not something which stands logically opposed to that of freedom, although some unreflective people may think it does. Authority is really a special kind of power which rests on the consent and belief of those who live under it. Without such free assent there can be no such thing as authority. So freedom in this important sense is part of the very notion of authority. And when authority is removed, it is only too likely that it will be followed either by the rule of naked power or by anarchy.

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