

BCA 1st Semester Exam., 2013

COMMUNICATIVE ENGLISH

Time : 3 hours

Full Marks : 60

Instructions :

- (i) The questions are of equal value.
 (ii) There are **SEVEN** questions in this paper.
 (iii) Attempt **FIVE** questions in all.
 (iv) Question Nos. 1 and 2 are compulsory.

1. Correct the following sentences (any six) :

- (a) The mouse was killed of a cat.
 (b) If I was the Prime Minister, I would eradicate corruption.
 (c) Here is coming the bus.
 (d) India has won the match last week.
 (e) He replied that he will come.
 (f) Neither Rekha nor her friends ~~was~~ present.
 (g) Aim highly.

- (h) The book is too interesting.
 (i) He saw I laughing.
 (j) We attended the two days workshop.

2. Write short notes on the following (any three) :

- (a) Resume
 (b) Report
 (c) Cover letter
 (d) Group discussion
 (e) Interviews

Answer any three of the following questions :

3. Prepare your CV for your dream job.
 4. Management, to be effective, depends more on experience than on educational qualification. Comment.
 5. Throw some light on the life story of the great Indian business leader N.R. Narayan Murthy.
 6. What is a memo? Illustrate with suitable example.
 7. Write a sales letter to advertise a newly launched product of a company.
