

Exam. Code : 107201

Subject Code : 1670

**Bachelor of Computer Application (BCA) 1st Semester
(Batch 2021-24)**

COMMUNICATION SKILLS IN ENGLISH—I

Paper—V

Time Allowed—3 Hours] [Maximum Marks—50

Note :—Attempt **FIVE** questions in all, selecting at least **ONE** question from each section. The **fifth** question may be attempted from any section. All questions carry equal marks.

SECTION—A

1. What do you mean by Reading Skills ? Explain.
2. What are the characteristics of Reading ?

SECTION—B

3. Read the following paragraph and answer the questions that follow :

Money can be abused just as any other thing can be abused. Money in our day means power, and if a man uses that power to buy off men so that they may betray their homes, their friends or their country, or if a man uses his money for purely selfish purposes, he is abusing his power. All young people want money but money to be worthwhile must be earned. A person who inherits money or gets money from gambling or profiteering or in any other way in which he does not earn it, never knows the real value and purpose of

money. Often he abuses it rather than use it. What are the uses of money ? Money is a medium of exchange. It is one of the mediums we use that helps us to live together. It is to be used for food, clothing, shelter, education, amusement and recreation. It is to be saved, not hoarded, for sickness, old age, investment and service to others. It is to be given away to relieve suffering, for study, for mission, for welfare work, for anything that will make the world a better and happier place to live in.

Questions :

- (1) What does money mean in our day ?
- (2) Who does not know the real value of money ?
- (3) What are the uses of money ?
- (4) How can money be used to make the world a better place for living ?
- (5) Use the following words in sentences of your own :
 - (a) inherit
 - (b) betray

4. Read the following paragraph and answer the questions that follow :

Many people in Europe think that they are very civilised and the people of Asia are quite barbarous. Is this because the people of Europe put on more clothes than the people of Asia and Africa ? But clothes depend on the climate. In a cold climate men put on more clothes than in a hot climate. Or is it because the

man with a gun is stronger than the man without a weapon and is therefore more civilised than him ? Whether he is more civilised or not, the man who is weak dare not tell him that he is not or else he might get shot ! You know that only a few years ago there was a great war. Most of the countries of the world were in it, and everyone of them was trying to kill as many people on the other side as possible. Millions of people were killed in this war and many thousands were maimed for life. Do you think it was civilised or sensible thing for people to kill each other like this ? It is just like two savages fighting in the jungles. And if the savages are called barbarous, how much more barbarous are the countries that behave in that way ? So it is not easy to understand what civilisation means. Fine buildings, fine pictures and books and everything that is beautiful are certainly signs of civilisation. But an even better sign is a fine man who is unselfish and works with others for the good of all.

Questions :

- (1) What price a weak man may have to pay for expressing his views freely and frankly ?
- (2) Who according to the writer is a civilised person ?
- (3) The passage is :
 - (i) argumentative
 - (ii) descriptive
 - (iii) narrative

- (4) Give the opposite of civilised.
- (5) Maimed means :
 - (i) imprisoned
 - (ii) handicapped
 - (iii) wounded.

SECTION—C

5. What do you mean by Writing Skills ? Which are the different types of written communication ?
6. Write a letter to the Superintendent of Police complaining about the rude behaviour of a policeman.

SECTION—D

7. Draft a resume for the post of a Football Coach in a reputed institution.
8. You are the Sales Manager of a firm. Write a memo to Managing Director informing about sales position.