

**MCA (Revised) / BCA (Revised)**

**Term-End Examination**

**February, 2021**

**MCS-015 : COMMUNICATION SKILLS**

*Time : 2 hours*

*Maximum Marks : 50*

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**Note :** *There are **five** questions. Answer **all** questions.*

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1. Read the passage given below and answer the questions that follow :

It is probable that illness and infection caused by eating food contaminated with bacteria which produce diseases have existed since the beginning of time. Drinking water can be made safe by treating it with chlorine. Milk can be made safe by heating it and then packing it in sterilised containers. But it is either very difficult or simply not possible to treat most of the things we eat in either of these ways. All that can be done is either to prevent bacteria from entering food or to stop them from growing after they have entered.

For a long time it was believed that some substances called ptomaines were the agents of food poisoning, but it was finally discovered that ptomaines, found in rotten food, can be swallowed without harmful effects following. In 1888, about 60 people, all of whom had eaten meat taken from the same animal, were taken ill, and one man died. Dr. Gaertner, a German bacteriologist, was able to isolate the food-poisoning bacteria which had caused the outbreak, and put forward the theory that all food poisoning was due to the presence of such bacteria. This theory later became generally accepted, and between 1909 and 1923 many disease-producing bacteria were identified and given the name Salmonella, in honour of Dr. Salmon, who discovered the first member of the group.

In recent years, many more bacteria of this kind have been isolated and identified and probably many more will be discovered in the future. These bacteria may be present in small numbers in raw food; if they are not destroyed when the food is prepared or cooked, they multiply and make the food dangerous to eat.

- (i) Give an appropriate title to the passage and justify your answer. 2
- (ii) How can drinking water and milk be made safe? 2
- (iii) Why does the author think that the food we generally eat is difficult to save from getting contaminated? 2
- (iv) How did Salmonella get its name? 1
- (v) Use the following in sentences of your own : 3
- (a) Treat
- (b) Isolate
- (c) Identified

2. Do as directed.  $5 \times 1 = 5$

- (i) The doctor examined the patient. (Rewrite in the passive voice)
- (ii) I won't go out as it \_\_\_\_\_ (rain) and I \_\_\_\_\_ (not have) an umbrella. (Fill in the blanks with the correct form of verbs given in brackets)
- (iii) "Mother has cooked tasty food today," said Aryan. (Rewrite in indirect speech)
- (iv) There is \_\_\_\_\_ bag lying on \_\_\_\_\_ back seat of the car. (Fill in the blanks with appropriate articles)
- (v) Nita was so tired that she could not do her home-work. (Rewrite using *too*)

3. In response to an advertisement in *The Times of India*, for the position of a Sales Manager in a reputed firm, write an application for the same. Also attach your curriculum vitae (CV). 10+5
  
4. How is Group Discussion different from an Interview ? Which mode would you prefer ? Give reasons for your answer. 10
  
5. As a Company Secretary of an MNC, write the minutes of a meeting held to chalk out the plan for celebrating the Silver Jubilee of the company. 10