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MCS-015

M. C. A. (REVISED)/B. C. A. (REVISED)

Term-End Examination

June, 2021

MCS-015 : COMMUNICATION SKILLS

Time : 2 Hours

Maximum Marks : 50

Note : Answer all questions.

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

Passage

BRIDGEHAMPTON. Friday. A disastrous fire broke out on the top floor of the Grand Hotel, Washington Road, in the small hours of the morning. The whole of the floor was gutted and damage estimated at £ 10,000 was done. Two of the guests staying at the hotel lost their lives.

P. T. O.

Only one other casualty is reported. John Green (43) and his wife Emily Green (38) of London Rd., Acton, were trapped in their room and were evidently overcome by fumes before rescuers could reach them. A third guest, John Wills (63), of Leeds, was taken to hospital with multiple burns. His condition is reported as being serious. The alarm was given by the night porter, Robert Black, whose attention had been drawn to smoke issuing from one of the top floor windows by a group of young people returning late from a dance. Within five minutes the town Fire Brigade was on the spot. The work of fighting the blaze and evacuating the by-now alarmed guests was seriously hampered by the non-operation of the lifts. It is believed that the fire was caused by a short circuit in the lift machinery and had extended to the whole floor before it was observed. The

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flames were brought under control in two hours. The manager, Mr. William Ramsey, interviewed by our reporter, expressed his deep regret at the loss of life and added, "It was lucky that the hotel was half empty at the time or we might have had more casualties."

Although it will be some months before the damage can be repaired, the hotel will remain open to guests as usual.

Questions :

- (i) Why was it difficult to get the guests out of the hotel quickly ? 2
- (ii) How was the fire caused ? 2
- (iii) Who first noticed the fire ? 2
- (iv) Find words in the passage which are close in meaning to the following words/phrases :
destroyed; prevent from doing something. 2
- (v) Give a suitable title to the passage. 2

P. T. O.

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2. Do as directed :

1 each

- (i) You will never learn to be polite.
(change into an interrogative sentence)
- (ii) In is more hotter today than yesterday.
(correct the sentence)
- (iii) Your brother is a doctor, ?
(supply a suitable tag)
- (iv) He completed his work much before the deadline. (rewrite in the passive voice)
- (v) The jewels have been stolen from the locker. (rewrite in the active voice)
- (vi) She went to England for studies.
(further, farther). Fill in the blanks with the appropriate word).
- (vii) When I was young I use to walk very fastly
(rewrite the sentence correctly).
- (viii) We all (study) Sanskrit when we were in school. (Fill in the blank with the correct form of the verb)

- (ix) She accused the servant stealing.
(Insert an appropriate preposition in the blank)
- (x) When ever I (go) to see him he was out. (supply the correct form of the verb given in brackets)
3. Write a job application for the post of a personnel manager in a private firm. Attach a resume suitable for the job. Also mention the source of your information regarding the vacancy. 10
4. As the secretary of a well known company write the minutes of the meeting held to plan the celebration of independence day. 10
5. As secretary of your Residents Welfare Association (RWA) write a letter to the municipal councillor to get the roads of the colony repaired. Also draw his attention to the dog menace prevailing in the area.