

I Semester B.C.A. Examination, Feb./March 2010
COMMUNICATION SKILLS IN ENGLISH

Time : 3 Hours

Max. Marks : 80

- Instructions:* 1) Answer **all** questions in Part A, **6** out of **8** questions in Part B, and **3** out of **5** questions in Part C.
2) Part A : Questions from **1** to **8** carry **1** mark and **9** to **14** carry **2** marks **each**.
3) Part B : **Each** question carries **5** marks.
4) Part C : **Each** question carries **10** marks.

PART – A

1. What is Listening ?
2. What are Gambits ?
3. Define Reading.
4. Define Skimming.
5. What is the Sentence ?
6. Define Paragraph.
7. What is Brain Storm ?
8. Define Thesis.
9. Define linkage and cohesion.
10. Write the parts of a Business letter ?
11. What is a Memo? Write two basic Memo plans ?
12. Why to design a Resume?
13. What is Effective Listening and Active Listening Skill ?
14. What are the main parts of Sentence?



PART – B

1. How to eliminate Negative feelings ?
2. Explain the types of Communication.
3. Write about Resume Do's and Don'ts ?
4. Explain the steps for writing effective report abstracts.
5. Describe the different kinds of Summaries ?
6. Define Memo with example.
7. Explain the body of Thesis.
8. How to prepare a Manuscript?

PART – C

1. Write a Business letter with a neat format.
 2. Explain the techniques of Reading.
 3. Describe the tips for Test preparation.
 4. How to develop a winning Resume?
 5. Define Communication. Explain the process of communication with a neat diagram.
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