



FD-2856

BCA (Part-I) Examination, 2022

Paper - VI

Communication Skills

Time : Three Hours] [Maximum Marks : 80

[Minimum Pass Marks : 27

Note : Answer **all** questions. The figures in the right-hand margin indicate marks.

Unit-I

1. (a) Fill in the blanks with suitable modals from the list given below : (any **four**)
- can, could, may, might, shall, should, will, would, must, date
- (i) I don't think I be able to go.
- (ii) You be punctual.

(2)

(iii) I carry the box into the house
for you ?

(iv) He come, but I should be
surprised.

(v) I was afraid that if I asked him
again he refuse.

(vi) You to pay your debts.

(b) Rewrite the following sentences using
the correct form of the verb given in
the bracket : (any **four**)

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(i) I will phone you when he
(comes, will come)

(ii) The next term on 16th
November. (begins, is beginning)

(iii) Our guests ; they are sitting in
the garden.
(arrived, have arrived, had arrived)

(iv) I home next Sunday.
(go, am going)

(3)

(v) She has bought some cloth; she
..... herself a blouse.

(will make, is going to make)

(vi) Unless we now we can't be
on time. (start, will start)

(c) Change the following compound
sentences into simple sentences : (any
four)

4

(i) My friend arrived and we went for
a walk.

(ii) The ink had dried up and I could
not write.

(iii) He did this and so offended his
master.

(iv) Rama has hurt his ankle and will
not be able to play today.

(v) The President came into the hall
and everyone rose from his seat.

(vi) He practiced daily and so became
an expert player.

(4)

(d) Change the following simple sentences to complex sentences : (any **four**) 4

(i) His silence proves his guilt.

(ii) He bought his uncle's library.

(iii) He owed his success to his father.

(iv) His hiding place is still known.

(v) Tell the truth.

(vi) You imply my mistake by your words and manner.

Unit-II

2. (a) Change the Voice : (any **four**) 4

(i) People speak English all over the world.

(ii) Open the door.

(iii) People blame the government for everything.

(5)

(iv) They invited Tanuja to deliver a speech.

(v) The original has been destroyed.

(vi) They laughed at his warnings and objected to all his proposals.

(b) Change into indirect speech : (any **four**) 4

(i) His neighbour said, "You have an excellent cook."

(ii) The visitor said, "I want to speak to you."

(iii) Rani to Reetika, "Please lend me your dictionary."

(iv) My wife said, "I will answer the phone for you."

(v) She said to him, "What is it that makes you so much stronger and braver than any other man?"

(vi) "Which is the proper way to answer this question, father?" The boy enquired.

- (c) Change the following sentences into negative sentences without changing the meaning : (any **four**)

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- (i) He was greater than Aurangzeb.
- (ii) As soon as he came, he made objections.
- (iii) Everest is the highest mountain in the world.
- (iv) Everybody will admit that he did his best.
- (v) As soon as he saw me he came up and spoke to me.
- (vi) He must have seen the Taj Mahal when he went to Agra.

- (d) Change the following Negative sentences into Affirmative sentences : (any **four**)

4

- (i) No one could deny that she was pretty.
- (ii) God will not forget the cry of the humble.

(7)

(iii) Not many men would be cruel and unjust to a cripple.

(iv) We did not find the road very bad.

(v) There is no smoke without fire.

(vi) The two brothers are not unlike each other.

Unit-III

3. (a) Write a report on any **one** of the following topics :

8

(i) Annual Day celebrated in your college

(ii) Oath taking Ceremony

(iii) Blood Donation Camp

(b) Write an application to the Director of Education, applying for appointment as a teacher in the Educational Service.

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OR

Write a letter to the local Electric Company, saying that you need electricity connection on your premises.

- (c) Express your views about vaccination drive against Covid-19 in India.

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OR

Describe the experiences of lockdown in your city during pandemic.

Unit-IV

4. (a) Write the precis of the following passage and suggest a suitable title :

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The best friend a man has in this world may turn against him and become his enemy. His son or his daughter, that he has reared with loving care, may prove ungrateful. Those who are nearest and dearest to us, those whom we trust with our happiness and our good name, may become traitors to their faith. The money that a man has he may lose. It flies away from him perhaps when he needs it most. A man's reputation may be sacrificed in a moment of ill-considered action. The people who are

prone to fall on their knees to do us honours when success is with us, may be the first to throw stones of malice when failure settles its cloud upon our heads. The one absolutely unselfish friend that may can have in his selfish world, the one that never deserts him, the one that never proves ungrateful or treacherous is his dog. A man's dog stands by him in prosperity and in poverty, in health and in sickness. He will sleep on the cold ground, where the wintry winds blow and the snow drives fiercely, if only he may be by his master's side. He will kiss the hand that has no food to offer, he will lick the wounds and sores that come in encounter with the roughness of the world. He guards the sleep of his pauper master as if he was a prince. When all other friends deserts he remains. When riches take wings and reputation falls to pieces, he is as constant in his live as the sun in its journey through the heavens. If fortune

drives the master forth an outcast in the world, friendless, homeless, the faithful dog asks no higher privilege than that of accompanying him to guard against danger, to fight against his enemies. And when the last scene of all comes, and death takes the master in his embrace, and his body is laid away in the cold ground, no matter if all other friends pursue their way, there by the graveside will the noble dog be found, his head between his paws, his eyes sad but open in alert watchfulness, faithful and true even to death.

OR

Paraphrase the following :

In such a world; so thorny, and where
none

Finds happiness unblighted; or, if found,

Without some thistly sorrow at its side;

It seems the part of wisdom, and no
sin

Against the law of love, to measure
lots
With less distinguished than ourselves,
that thus
We may with patience bear our
moderate ills,
And sympathize with others suffering
more.
— Cowper

- (b) Read the passage and answer the questions given below :

8

One common mistake that many people have made is this: they have thought that it would be a very good thing if everybody had exactly the same amount of money, no matter whether they worked hard or lived quiet idly. They forget that very few people wouldn't work at all if it were not for the money their work brings them, and that without work there would be no money. And they have imagined that if all the money in the country were equally divided everybody would be rich. Now

that is a very great mistake because there simply is not enough money to make everybody rich. If it were shared equally all round everyone then would, on the basis of the calculations made in 1935, receive only about Rs. 65 a year. Today, with a rise in the price level it might be Rs. 150 a year. That may be more than you receive now or it may be less, but would certainly not make you really rich. It is quite true that there are in this country a small number of rich people, but they are so few in comparison with the whole population that even if they were to share out all their wealth among the rest, it would make very little difference. It is said that if you flattened out that great French mountain Mont Blanc, the highest mountain in Europe, and spread it over the whole of France, you would only raise the level of the land by about six inches. See if you can think out what that has to do with the question I have been talking about. Many people, unfortunately, seem to think also that

Government can always pay out money quite easily and in any quantity, and they forget, or else they do not know, that the Government can only pay out money that it has received in taxes-money that the tax-payer has had to work for.

And now here is one final mistake that I should like to warn you against. Don't ever imagine that there is anything to be ashamed of, or anything undignified, to grumble about in having to work hard for your living. If when you start work you can go into a job that suits you, so that you can really enjoy the work itself, so much the better; I hope that is what will happen. But if the work is not exactly the kind that you would choose, you must try to remember that you are helping to produce the things that other people need; you are "doing your bit" and playing your part in the work of the world. You are like a wheel, even if it is only a very tiny wheel, in the great

world-machinery of trade and industry that is always busily at work providing for the wants of hundreds of millions of people and you must “put your back into it” and see to it that your particular task is always done as well as you can possibly do it.

Questions :

- (i) Why is it really necessary to work ?
- (ii) Which is the best job in the world ? Why must you embrace it lovingly ?
- (iii) Paraphrase : “You are like a wheel millions of people.”
- (iv) Suggest a suitable title to the passage.

Unit-V

- 5.** Write short notes on any **two** of the following topics : (word limit 150-200 words)

8×2

- (a) Notice

(15)

(b) Fax

(c) Minutes of Meeting

(d) Agenda of meeting

(e) E-mail writing strategies

(f) Format of E-Mail
