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Total No. of Pages : 02

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BCA (2014 to 2018) / B.Sc. (IT) (2015 to 2018) (Sem.-1)

COMMUNICATION-I

Subject Code : BSIT/BSBC-101

M.Code : 10043

Time : 2 Hrs.

Max. Marks : 30

**INSTRUCTIONS TO CANDIDATES :**

1. Attempt any FIVE question(s), each question carries 6 marks.

**Q1 Define the following :**

- a. Listening skills
- b. Non-verbal communication
- c. Creative writing

Q2 What is the role played by non-verbal communication in the professional life of a student or a worker?

Q3 Describe the complete process of oral presentation including initial preparation, editing and final draft of presentation.

Q4 Why are effective writing skills important for a professional? Discuss.

**Q5 Fill in the blanks with appropriate tenses :**

- a. We \_\_\_\_\_ (face) an acute problem in power supply these days.
- b. That great man always \_\_\_\_\_ (donate) a lot of money for poor children.
- c. \_\_\_\_\_ the officer \_\_\_\_\_ (inform) you about that?
- d. My children \_\_\_\_\_ (play) badminton while I \_\_\_\_\_ (asleep).
- e. I am not feeling hungry, I \_\_\_\_\_ (take) heavy breakfast.
- f. We \_\_\_\_\_ (wait) for you for the last 2 hours.
- g. Yesterday, I \_\_\_\_\_ (have) breakfast at 7:30 am.

**Change the active into passive voice :**

- h. The captain desired that they should play the game in the positive spirit.
- i. Someone stole my mobile.
- j. We are providing this service as per our contract.

Q6 Describe different types of business communication that takes place in the business world.

**Q7 Define the following :**

- a. Reading skills
- b. Oral presentation
- c. Body language

**Q8 Read the passage and answer the questions that follow :**

Travel wields a great power; the traveller often falls in love with travelling. For me, travel is a kind of narcotic and antidote. Seoul's atmosphere suffocates me. I have to travel to free myself from this oppressive feeling engendered by city life.

We, the members of the youth hostel association, travel on shoestring budgets. Traveling with such little money makes some difficulties inevitable. After any one of my journeys, my face is deeply tanned and looking a bit gaunt due to excessive exercise and modest eating. I am utterly worn out and exceedingly tired. But, each of my journeys supplies me with a host of beautiful memories and reflections.

What people commonly call travel is not true travel but just an exercise in sightseeing? Observing is not experiencing. There are rare individuals who feel the sublimity of nature and learn from the harmonious coexistence of community and nature. People seldom make their own discoveries. They have forgotten that true travel means strangeness and discovery.

**Questions :**

- a. Why does the author compare travel with narcotic and antidote?
- b. Why does the author leave Seoul?
- c. What are the disadvantages of low budget travel?
- d. What are the advantages of low budget travel?
- e. How does the author differentiate true travel from what people commonly call travel?

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