

Sl.No.

133

**B.C.A. (Part - I)**

**B.C.A. (Part - I) EXAMINATION, 2017**  
**(Faculty of Science)**  
**(Three Year Scheme of 10 +2 + 3 Pattern)**  
**Paper - 133**  
**GENERAL ENGLISH**

*Time : Three Hours*

*[Maximum Marks : 100*

Answer of all the questions (short answer as well as descriptive) are to be given in the main answer -book only. Answers of short answer type questions must be given in sequential order. Similarly all the parts of one question of descriptive part should be answered at one place in the answer-book. One complete question should not be answered at different places in the answer-book. Write your roll numbers on question paper before start writing answers of questions.

**PART - I**

Each question is of 2 marks.

Words limit for the answers is 40 words.

1. a) Define the term 'Punctuation'.
- b) What is meant by 'barriers in communication'?
- c) How do you define the business letter?
- d) Write down the three main demerits of written communication.
- e) What are the main types of report?
- f) Explain the meaning of electronic media.
- g) Through light on the limitations of oral communication.
- h) Explain the essentials of an interview.
- i) What are the main advantage of project presentation?
- j) What are the main principles of good listening?

**[10 × 2 = 20]**

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**PART - II**

Each question is of 4 marks

Words limit for the answers is 80 words.

2. Explain the uses of any four models with suitable examples.
3. What do you mean by formal communication? Explain in detail.
4. Through some light on the objectives of written communication.
5. Comment on the classifications of the Good News and Bad News letters.
6. What is an executive summary? How its different from an abstract?

[5 × 4 = 20]

**PART - III**

Each question is of 12 marks

Draw neat and comprehensive sketches wherever necessary to clearly illustrate your answer.

7. While explaining the flow of communication, write down the essential and importance of good business communication in detail.

OR

Describe the advantage and disadvantage of formal communication.

8. Write down the rules in detail for subject verb agreement.

OR

What is conjunction? Explain the types of Conjunction.

9. What are the merits and demerits of report? Discuss in detail with suitable examples.

OR

Describe all the media used for written communication.

10. What do you mean by visual presentation? Give suggestions to create a good visual presentation.

OR

Explain how to design an effective resume. Provide your answer with suitable example.

11. While explaining the guidelines for the interviewee, describe the various types of interview.

OR

Comment on the guideline for effective memorandum.

