

BCA 1st Semester Examination 2019
Subject: Computer Application
BCA – 105 (English Language and Communication)

Time: 2 hours

Full Marks: 40

Unit I

Answer any *two* questions:

10 x 2 = 20 marks

1(a) Write a letter to the Principal of your college requesting him to make arrangements for building a smart classroom in your college. **10 marks**

OR

1(b) Write a letter to your friend advising him about the precautions he/she should take against Covid infection. **10 marks**

2(a) Write a précis of the following passage: **10 marks**

I believe that only one person in a thousand knows the trick of really living in the present. Most of us spend 59 minutes an hour living in the past, with regret for lost joys, or shame for things badly done (both utterly useless and weakening) – or in a future which we either long for or dread. Yet the past is gone beyond repair, and every minute you spend in the vain effort to anticipate the future is a moment lost. There is only one world, the world pressing against you at this minute. There is only one minute in which you are alive, this miracle – here and now. The only way to live is by accepting every minute as an unrepeatable miracle. Which is exactly what it is – a miracle and unrepeatable.

OR

2(b) Write a report for your college magazine describing a cultural program organized by your college in which students of various colleges of your district participated. **10 marks**

3(a) Discuss the essential components of communication. **10 marks**

OR

3(b) Define business communication. Discuss the important features of business communication. **10 marks**

4. What are the different models of communication? Discuss any two different models of communication. **10 marks**

Unit II

Answer any *four* questions:

5 x 4 = 20 marks

8. Convert the following sentences from Direct to Indirect:

1marks x 5= 5 marks

- (a) The teacher told us, "The prize will be presented tomorrow."
- (b) He said to me, "You are getting lazy."
- (c) Mohan said, "Rain fell yesterday."
- (d) Rakesh said to Mahesh, "Where are you going?"
- (e) Rumina said, "The earth moves round the sun."

9. Change the voices of the following sentences:

1marks x 5= 5 marks

- (a) The President appointed him Governor.
- (b) We expected good news.
- (c) She teaches us English.
- (d) The shepherd has lost six sheep.
- (e) Who broke the window?

10. Convert the following sentences from Complex to Simple:

1marks x 5= 5 marks

- (a) They soon forgot the labours they had endured.
- (b) Students who work hard may win a prize.
- (c) A stone that is rolling gathers no moss.
- (d) The year in which the college was established was 1958.
- (e) The explanation he gave was not to the point.

11. Change the following sentences from Interrogative to Assertive:

1marks x 5= 5 marks

- (a) Can the leopard change its spots?
- (b) What is the use of complaining?
- (c) Does anyone like paying taxes?
- (d) Shall we ever forget those good old days?
- (e) Is there anything greater than the love of a mother?

12. Make sentences using the noun and verb forms of the following words:

1marks x 5= 5 marks

doubt, respect, forgive, demand, explain

13. Punctuate the following passage and use capital letters wherever necessary:

5 marks

We cannot go through life without sorrow and suffering although life is complex and mysterious no man can be discontented who does his duty the world is like a looking-glass

and reflects our inner self we must always look at the bright side of things some persons radiate happiness wherever they go we must therefore be kind and pleasant and enjoy heartily the blessings of life we can make our life a tragedy or a comedy as we choose.