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Total No. of Pages : 02

Total No. of Questions : 16

**B.Sc.(CS) (2013 & Onwards) (Sem.–1)**

**COMMUNICATIVE ENGLISH-I**

**Subject Code : BCS-109**

**M.Code : 70886**

**Time : 3 Hrs.**

**Max. Marks : 60**

**INSTRUCTIONS TO CANDIDATES :**

1. **SECTION-A** is **COMPULSORY** consisting of **TEN** questions carrying **TWO** marks each.
2. **SECTION-B** contains **SIX** questions carrying **TEN** marks each and a student has to attempt any **FOUR** questions.

**SECTION-A**

**Answer briefly :**

1. What is communication?
2. Explain the importance of body language while delivering presentation.
3. What is PPT?
4. What is E-mail?
5. What is Notice?
6. What is tender?
7. What are the characteristics of effective communication?
8. Explain the importance of reading and writing skills.
9. Mention **any two** aspects that needs to be taken care of while listening presentation.
10. What is indirect speech?

**SECTION-B**

11. a) What is the importance of presentation skills in a business meeting? (5)  
b) How to prepare a PPT for a board meeting? (5)
12. What is non-verbal communication? Explain its importance as an individual, as a student, as a worker. (10)

13. Write a letter of application along with your Curriculum Vitae (CV) for the job in response to the following advertisement :

Position : Lab assistant.

Job description : Attending telephone calls, answering enquiries of guest

Requirement : Graduate in Humanities, good communication skill, fluency in English, Hindi. (10)

14. a) Explain the different Medias of communication and atleast five ways to improve and handle barriers. (5)
- b) Explain the business communication and barriers to effective communication in business organization. (5)

15. a) Fill each space with one of the words in its right form : (6 × ½)

- a. The Earth is the member of the solar \_\_\_\_\_ because it moves round the Sun.
- b. The gas at the centre of Jupiter is very \_\_\_\_\_.
- c. Jupiter is a \_\_\_\_\_ planet and much bigger than the earth.
- d. The \_\_\_\_\_ of a circle passes through the centre.
- e. Astronomers use \_\_\_\_\_ to examine the stars.
- f. All the \_\_\_\_\_ go round the sun in the same direction.

(Tremendous, telescope, system, dense, planet, diameter)

- b) Change the voice : (7 × 1)

- a. Mom read the novel in one day.
- b. The critic wrote a scathing review.
- c. I will clean the house every Saturday.
- d. The staff is required to watch a safety video every year.
- e. She faxed her application for a new job.
- f. Tom painted the entire house.
- g. I ran the obstacle course in record time.

16. What is business communication? Explain types and modals of communication process. (10)

**NOTE : Disclosure of Identity by writing Mobile No. or Making of passing request on any page of Answer Sheet will lead to UMC against the Student.**