

ANNUAL EXAMINATION 2020

(Only for Regular Students)

Centre No. 135

Centre Name- Disha College, Raipur (C.G.)

Class-BCA - I

Subject- Communication Skills

Paper Code- 106

M.M.-80

Time- 3 hrs.

Min. M - 27

Unit I

1. Change the following sentences as told: (Any 5) 05

- (i) He confessed his crime. (Change into Complex sentence.)
- (ii) He worked hard to pass the test. (Change into complex sentence.)
- (iii) By his pleasant manner, the boy became popular. (Change into compound sentence.)
- (iv) You should neither borrow nor lend. (Change into compound sentence.)
- (v) She is not only a brilliant student but also a good singer. (Change into simple sentence.)
- (vi) I will go to the office and will write the article. (Change into simple sentence.)
- (vii) When he saw the police he ran away. (Change into simple sentence.)

2. Complete the sentences with appropriate modals. (Any 5) 05

- (i) You..... leave the office early today. (permission)
- (ii) She..... tell her father the entire truth. (absence of courage)
- (iii)I stay here tonight? Said the stranger. (polite request)
- (iv) There is no other offer. Iaccept this job. (compulsion)
- (v) Mum says we..... watch TV after we've finished our homework. (suggestion)
- (vi) You are very late. However, you.....meet him if you hurry up. (Remote Possibility)

3. Rewrite the sentences using suitable verbs and forms of gerunds and infinitives. (any 5) 05

- (i) I don't fancy (go) out tonight.
- (ii) She avoided (tell) him about her plans.
- (iii) I would like (come) to the party with you.
- (iv) He enjoys (have) a bath in the evening.
- (v) He enjoys (have) a bath in the evening.
- (vi) She kept (talk) during the film.
- (vii) Do you mind (give) me a hand?

4. Rewrite the sentences using the correct forms of the given verbs in brackets. (Any 5) 05

- (i) She (reach) the railway station before the train came.
- (ii) Peter (take) two wickets before rain interrupted play.
- (iii) Heat (expand) bodies.
- (iv) Did you (see) him?
- (v) Nobody will ever(know)what happened to her
- (vi) I could (married) her if I wanted to.

UNIT II

5. Change the Voice of the sentences given below: (Any 5) 05

- (i) He likes people to call him 'Sir'.
- (ii) The train has been missed by him.
- (iii) This door must be shut.
- (iv) Was he reading a book?
- (v) Compose this letter.
- (vi) One should respect one's elders.
- (vii) Why are you wasting your time?

- 6. Rewrite the following in reported speech: (Any 5) 05**
- (i) Satish said to me, "I am very happy here."
 - (ii) "Don't spend all your money. Save some for future." said to his son.
 - (iii) He said to Sita, "I have passed the test."
 - (iv) "Can you tell me why the boss was so angry?" Enquired the secretary.
 - (v) My friend said to Deepak, "Have you ever been to Agra?"
 - (vi) Ram said to Mohan, "Let him do it."
 - (vii) Hari said, "I have to work a lot."

- 7. Change the following sentences as told: (Any 5) 05**
- (i) *The kids watch cartoons every day after school.* (Interrogative)
 - (ii) Does Jenny usually play tennis on Saturday afternoons? (Affirmative)
 - (iii) That's a beautiful garden. (Exclamatory)
 - (iv) Lucy likes chocolate and making chocolate cakes. (Interrogative)
 - (v) People can be fooled easily. (Interrogative)
 - (vi) Did I tell you to bring my notebook? (Negative)
 - (vii) Did both of you enjoyed your trip to Kerala? (Affirmative)

UNIT III

- 8. Write a report on any one of the following- 10**
- (i) A Car Accident
 - (ii) Fun Fair at Your College

Write a letter to the Public Health Officer complaining about poor sanitary condition in your locality. 10

Or

Write a letter to your father who wants to know about the progress in your study.

UNIT IV

- 9. Write the précis of the following passage: 05**

We all know what we mean by a "good" man. The ideally good man does not drink or smoke, avoids bad language, converses in the presence of men only exactly as he would if there were ladies present, attends church regularly and holds the correct opinion on all subjects. He has a wholesome horror of wrong-doing and realizes that it is our painful duty to castigate sin. He has a still greater horror of wrong thinking, and considers it the business of the authorities to safeguard the young against those who question the wisdom of the views generally accepted by middle-aged successful citizens. Apart from his professional duties, at which he is assiduous, he spends much time in good works: he may encourage patriotism and military training; he may promote industry, sobriety and virtue among wage earners and their children by seeing to it that failures in these respects receive due punishment; he may be a trustee of a university and prevent an ill-judged respect for learning from allowing the employment of professors with subversive ideas. Above all, of course, his "morals" in the narrow sense must be irreproachable. (189 words)

- 10. Read the following passage and answer the questions: 05**

One day Gandhiji and Vallabhbhai Patel were talking in Yervada jail when Gandhij remarked, "At times even a dead snake can be of use". And he related the following story to illustrate his point. Once a snake entered the house of an old woman. The old woman was frightened and cried out for help. Hearing her the neighbours rushed up and killed the snake. Then they returned to their homes. Instead of throwing the dead snake far away, the old woman flung it onto her roof. Sometimes later a kite flying overhead spotted the dead snake. In its beak, the kite had a pearl necklace which it had picked up from somewhere. It dropped the necklace and flew away with the dead snake. When the old woman saw a bright shining object on her roof she pulled it down with a pole. Finding that it was pearl necklace she danced with joy.

Questions:

- (i) Why did the old woman cry out for help?
- (ii) What did the old woman do with the dead snake?

- (iii) What happened some time later?
- (iv) What did the kite have in its beak?
- (v) Give a suitable title to the passage.

UNIT V

- 11.** You are Praveen/Prabha. As the secretary, Science Club of your college write a notice informing students about an Inter-College Science Exhibition and, encouraging them, to participate in it.

Or

05

While walking in a park in your neighbourhood you found a small plastic bag containing some documents and some cash. Write a notice in about 50 words to be put on the park notice board asking the owner to identify and collect it from you. You are Amar/Amrita.

- 12.** Discuss the below questions about E-mail writing: **(Any two)**

10

- (i) Language
- (ii) Strategies

- (iii) Format
- (iv) Advantage

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