

KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

MCA 1st Sem. Examination, 2014

Paper - 000

Communication English

Time : 3 Hrs.

Full Marks : 80

1. Answer any five questions of the following 2×5 = 10
- (a) What is grapevine?
 - (b) Distinguish between a phrase and a clause with suitable examples.
 - (c) Correct the following sentences
 - (i) He is senior and with then Ram.
 - (ii) He got the house painted with red.
 - (d) Rewrite the sentences as directed (any two)
 - (i) Rome was not built in a day. (change into active voice)
 - (ii) He is too dull to react to the insult. (replace 'too')
 - (iii) The wedding was called (fill in the blank with correct preposition)
 - (iv) Man is mortal. (change into negative without changing the meaning)
 - (e) Frame sentences with the following
 - (i) To break the ice
 - (ii) before long
 - (f) Give an example of each of the following in words.
 - (i) long vowel
 - (ii) semivowels
 - (g) Give the meaning of the following idiomatic adjective phrases and frame a sentence (any two)
 - (i) The green eyed monster
 - (ii) A henpecked person
 - (iii) Hallmark
 - (iv) A fair weather friend
2. Answer any three of the following 4×3 = 12
- (a) Write a short note on intonation.
 - (b) State and explain two important barriers of communication.
 - (c) What is one-to-one communication?
 - (d) What is skimming? Describe two basic skimming techniques.
 - (e) What do you understand by intensive reading and extensive reading? Write in your words on these two types of reading.
3. Answer any three of the following 6×3 = 18
- (a) Write a precis of the following passage and add a suitable title to it.

Reading or enjoyment of books has always been regarded among the charms of a cultured life and is respected and envied by those who rarely give themselves that privilege. It is easy to understand when we compare the difference between the life of a man who does no reading and that of a man who does. The man who has not the habit of reading is imprisoned to his immediate world in respect to time and space. His life falls in a set routine, he is limited to context and conversation with a few friends and acquaintances, and he sees only what happens in his immediate neighbourhood. From this prison there

is no escape. But the moment he takes up a book, he immediately enters a different world, and if it is a good book, he is immediately put in touch with one of the best talkers of the world. This talker leads him on and carries him into a different country or a different age, or unburdens to him some of his personal regrets, or discusses with him some special line or aspect of life that the reader knows nothing about.

- (b) Write a paragraph on the following topic

'Too much exposure to interaction is harmful for our children'.

- (c) Mention six characteristics of a good business report.

- (d) Read the following passage and put the punctuation marks where necessary.

'The district judge was well known for his skill in handling the most difficult cases one day two women came to his court with a new-born baby the judge looked at them and exclaimed now what can i do for you ladies the women bowed to the judge each of them claimed that the baby was own the judge was at a loss to decide which was the real mother he thought for a while and called the prosecution inspector he said to the inspector with a wink inspector call the executioner of the district jail to get the baby cut into two and give a half to each woman at this the first woman exclaimed in tears for gods sake dont kill the child but the other woman looked happy our judge saheb can do no wrong i agree to his lordship's decree cut the child into two and give me my half the first woman sobbed but please don't kill the child let the wicked woman have it'

- (e) Imagine yourself as the manager of a business firm dealing in the supply of books and journals to different university and colleges. Prepare business letter in the semi-inducted style to inform the librarian of K. K. Handiqui State Open University that not all the books ordered for are available and an alternative list is needed.

4. Answer any four of the following questions

10×4 = 40

- (a) What is the difference between minutes and agenda? Write in detail what steps are required to be followed for creating a good agenda. Also prepare the minutes of a meeting of the Board of Directors of the Company in which you are an executive director.
- (b) Write short notes on :
- (i) International Phonetic Alphabet
 - (ii) Syllables
- (c) Define cohesion. What are the two major categories of cohesion? Describe the five general categories of cohesion devices.
- (d) Describe the types and characteristics of non-verbal communication.
- (e) You have applied for the job of a computer engineer in a reputed. I. T. Company at Bangalore Prepare a Curriculum Vitae (CV) giving your personal detials, academic qualifications and work experience in the proper format.
- (f) What is SQ3R method? Give details of this popular method of reading.