

KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

MCA 1st Semester Examination, 2015

MCA(S1)04-Communicative English

Time: 3 hours

Maximum marks: 80

The figures in the margin indicate full marks for the questions

- 1 Answer any five questions from the following 2×5=10
(Answer in around 50 words)
- a What is Interactive Communication?
 - b Distinguish between Phrases and Idioms.
 - c Correct the following sentences:
 - (i) Bread and butter are good for health.
 - (ii) One should do his duty well.
 - d Rewrite the sentences as directed (any two):
 - (i) Ram is so weak that he can not walk.
(Make it a simple sentence)
 - (ii) John went to London.
(Make it a tag question)
 - (iii) Deepak is a philosopher. He is a poet.
(Use 'as well as')
 - (iv) The scenery of the hill is very beautiful.
(Make it an Exclamatory sentence)
 - e Frame sentences with the following
 - (i) A tempest in a tea pot
 - (ii) A fair weather friend
 - f Give an example of each of the following in words:
 - (i) Nasals
 - (ii) Diphthong
 - g Give the meaning of the following Noun Phrases and frame sentences:
(any two)
 - (i) A bed of roses

- (ii) Birds of a feather
- (iii) A cock and bull story

2 Write any three short notes from the following 4×3=12
(Answer in around 150 words)

- a Write a short note on Non-Verbal Communication.
- b Explain the barriers of listening.
- c What are voice clarity determinants? Explain with examples.
- d What are the differences between Skimming and Scanning?
- e Write short notes on Postures and Gestures.

3 Answer any three questions from the following 6×3=18
(Answer in around 250 words)

- a Write a Paragraph on the following topic
"Free and compulsory Primary Education."
- b What are the characteristics of paragraph writing?
- c You are Mahendra Kalita, the Secretary of the Adventure Club of National Public School, Guwahati. Your school is organizing an expedition to Jim Corbett National Park for five days. Draft a notice giving all necessary details.
- d Write a précis of the following passage and add a suitable title to it.

The last three generations have witnessed a vast increase in the size and the number of large cities. Life has become more exciting and more money can be earned in the cities than in the villages and small towns. Hence the migration from country to city is in vogue these days. In the van of this migrating host have marched, the ambitious, the talented, the adventurous. For more than a century, there has been

a tendency for the most gifted members of small rural communities to leave home and seek their fortunes in the towns. Community life in the country is thus impoverished; but the community life of the great urban centres is not correspondingly enriched. It is not enriched for the good reason that, in growing enormous, cities have also grown chaotic.

- e Read the following passage and put the punctuation marks where necessary.

Long ago there were no firemen when fire broke out everybody become a firefighter people formed human chains and passed buckets of water from a well or a pond to the blaze now there are laws about building construction which ensure that space is left between buildings to reduce the fire risk every new building especially a Public place must ensure observation of fire prevention norms bands of fire fighting workers with special equipment known as fire brigades are there to put out fires fire fighters are highly trained people they possess many skills they cut off electricity supply knock down dangerous walls spray water and other materials to bring fire under control.

- 4 Answer any four questions from the following 10×4=40
(Answer in around 500 words)
- a What are the various styles of business letter layouts?
 - b What are speech sources? Explain with examples.
 - c Explain the process of report writing.
 - d Discuss the purpose of reading.
 - e Write the merits and demerits of Oral Communication.
 - f You have applied for the post of a Computer Engineer in a reputed I.T. company at Bangalore. Prepare a Curriculum Vitae (CV) giving your personal details, academic qualifications and work experience in the proper format.