

BCA Semester-II (Hons) Examination, 2022-23**BACHELOR OF COMPUTER APPLICATION****Course ID : 20310****Course Code : AECC-02****Course Title : English Language and Communication**

Time : 3 Hours

Full Marks : 80

*The figures in the right-hand margin indicate full marks.**Candidates are required to give their answers in their own words as far as practicable.***GROUP - A**

1. Choose the best alternative from the following options for each question: $1 \times 10 = 10$

i) The singular form of the word "data" is --

- a) double
- b) datum
- c) disc
- d) All of them
- e) None of them.

ii) Do you know where does he live?

The correct version of the sentence to be:-

- a) Do you know where is he living?

- b) Do you know where did he live?

- c) Do you know where he lives?

- d) All of these

- e) None of these

iii) Gestures, signs and symbols are examples of _____ Communication. (Select the correct option to fill in the blank)

- a) Technical Communication

- b) Electronic communication

- c) Modern communication

- d) Nonverbal communication

- e) None of these

iv) The word "glossary" means

- a) List of words

- b) List of books

- c) List of picture

- d) List of maps

- e) None of these

v) A good advertisement should appeal to ---

- a) Only the poor people.

- b) Only the urban people

- c) A wide range of people

- d) Only the educated people
 - e) None of these
- vi) Expression like "Yours truly, yours faithfully".etc. at the end of a business letter are called
- a) Heading
 - b) Body
 - c) Reference
 - d) Complementary close
 - e) None of these
- vii) The response received to a message is called
- a) Encoding
 - b) Decoding
 - c) feedback
 - d) Channel
 - e) None of these
- viii) They are surely John and Mary over there,_____?
Choose the correct sentence for the blank:
- a) are they
 - b) are they not
 - c) is it
 - d) aren't they
 - e) is it not

- ix) Group discussion can test-
- a) Only knowledge
 - b) Only leadership
 - c) Only communication
 - d) Combination of all three
 - e) None of these
- x) We eat so that we are live _____. The correct version of the sentence should:
- a) We eat so we are live
 - b) We eat so that we were live
 - c) We eat so that we may live
 - d) We eat that we may live.
 - e) None of these

GROUP-B

2. Answer any **ten** from the following: 2×10=20
- a) Is all hearing, listening- Discuss.
 - b) Write a note on listening skill.
 - c) What are the tools of communication?
 - d) Explain 'feedback' in communication.
 - e) English is spoken all over the world. (change the voice)
 - f) What is the full form of CV?

- g) Why does group discussion need to an employer?
- h) The bag was too heavy to carry it. (Make it complex)
- i) Frame two sentence with the word 'STRONG' as noun and verb.
- j) Write the parts of business letter.
- k) Correct the following sentences:
 - i) Kolkata is one of the busiest city in India.
 - ii) I have reading the book since morning.
- l) What is note taking? Why is it needed?
- m) What is foreign language?
- n) Is foreign language the second language in Bengal? Discuss.
- o) State the difference between first language and second language.

GROUP-C

3. Answer any **four** from the following: $5 \times 4 = 20$
- a) How can one improve the listening skill?
 - b) How can you improve the ability of reading skill?
 - c) Discuss about seminar.
 - d) What are the difference between a debate and a seminar?

- e) Write a note on multimedia.
- f) Discuss about first language.

GROUP-D

4. Answer any **three** from the following: $10 \times 3 = 30$
- A) Do as directed :-
- a) Mangoes taste sweet(Change the voice)
 - b) They asked me, "Can you change the voice?" (Change into indirect speech)
 - c) The girl is dancing on the stage. She is my sister. (Join into simple sentence)
 - d) The poem is too difficult to explain. (Make it complex)
 - e) We saw the soldier. He was wounded. (join with relative clause)
- B) A manager of a computer sets selling outlets. Write a letter to a Bangalore based computer manufacturing company inviting quotation for some computer sets and accessories.
- C) Write notes on:
- a) Class debate
 - b) Group discussion

D) Give the phonetic transcription of the words, putting the stress marks.

College, These, Bought, Views, Beautician.

E) Write a paragraph on the following statement:

"This is an age of paperless office work"

F) Make a précis of the following passage:

When we survey our lives and efforts, we soon observe that almost the whole of our actions and desires are bound up with the existence of other human beings. We notice that the whole of nature resembles that of social animals. We eat food that others have produced, wear clothes that others have made, and live in houses that others have built. The greater part of our knowledge and believes has been passed on to us by other people through the medium of a language that others have created. Without language and mental capacities, we would have been poor indeed comparable to higher animals. We have therefore to admit that we owe our principal knowledge over the least to the fact of living in human society. The individual if left alone from birth would remain primitive and beast—like in his thoughts and feelings to a degree that we can hardly imagine. The individual is what he is and

has the significance that he has not much in virtue of individuality, but rather as a member of a great human community, which directs his material and spiritual existence from the cradle to the grave. (193 words).