

Biyani's Think Tank

Concept based notes

General English

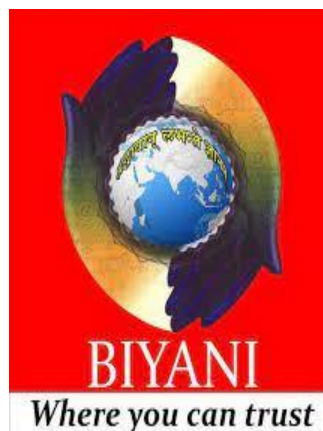
BCA Part-I

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Preface

I am glad to present this book, especially designed to serve the needs of the students. The book has been written keeping in mind the general weakness in understanding the fundamental concepts of the topics. The book is self-explanatory and adopts the “Teach Yourself” style. It is based on question-answer pattern. The language of book is quite easy and understandable based on scientific approach.

Any further improvement in the contents of the book by making corrections, omission and inclusion is keen to be achieved based on suggestions from the readers for which the author shall be obliged.

I acknowledge special thanks to Mr. Rajeev Biyani, *Chairman* & Dr. Sanjay Biyani, *Director (Acad.)* Biyani Group of Colleges, who are the backbones and main concept provider and also have been constant source of motivation throughout this Endeavour. They played an active role in coordinating the various stages of this Endeavour and spearheaded the publishing work.

I look forward to receiving valuable suggestions from professors of various educational institutions, other faculty members and students for improvement of the quality of the book. The reader may feel free to send in their comments and suggestions to the under mentioned address.

Author

Sl.No.

133

B.C.A. (Part - I)

B.C.A. (Part - I) EXAMINATION, 2017

(Faculty of Science)

(Three Year Scheme of 10 +2 + 3 Pattern)

Paper - 133

GENERAL ENGLISH

Time : Three Hours

[Maximum Marks : 100]

Answer of all the questions (short answer as well as descriptive) are to be given in the main answer -book only. Answers of short answer type questions must be given in sequential order. Similarly all the parts of one question of descriptive part should be answered at one place in the answer-book. One complete question should not be answered at different places in the answer-book. Write your roll numbers on question paper before start writing answers of questions.

PART - I

Each question is of 2 marks.

Words limit for the answers is 40 words.

1. a) Define the term 'Punctuation'.
- b) What is meant by 'barriers in communication'?
- c) How do you define the business letter?
- d) Write down the three main demerits of written communication.
- e) What are the main types of report?
- f) Explain the meaning of electronic media.
- g) Throw light on the limitations of oral communication.
- h) Explain the essentials of an interview.
- i) What are the main advantage of project presentation?
- j) What are the main principles of good listening?



[10 × 2 = 20]

R-679

PART - II

Each question is of 4 marks

Words limit for the answers is 80 words.

2. Explain the uses of any four models with suitable examples.
3. What do you mean by formal communication? Explain in detail.
4. Through some light on the objectives of written communication.
5. Comment on the classifications of the Good News and Bad News letters.
6. What is an executive summary? How its different from an abstract?

[5 × 4 = 20]

PART - III

Each question is of 12 marks

Draw neat and comprehensive sketches wherever necessary to clearly
illustrate your answer.

7. While explaining the flow of communication, write down the essential and importance of good business communication in detail.

OR

Describe the advantage and disadvantage of formal communication.

8. Write down the rules in detail for subject verb agreement.

OR

What is conjunction? Explain the types of Conjunction.

9. What are the merits and demerits of report? Discuss in detail with suitable examples.

OR

Describe all the media used for written communication.

10. What do you mean by visual presentation? Give suggestions to create a good visual presentation.

OR

Explain how to design an effective resume. Provide your answer with suitable example.

11. While explaining the guidelines for the interviewee, describe the various types of interview.

OR

Comment on the guideline for effective memorandum.



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Gen. Eng.

B.C.A.(PART-I) EXAMINATION- 2018

Paper -133

GENERAL ENGLISH

Time Allowed : Three hours

Maximum Marks : 100

PART-I

Each question is 2 marks. Word limit for each answer is 40 marks.

1. a) What is non-verbal communication?
b) Frame 2 sentences each on the modal verbs 'May' and 'Could'?
c) Write any two demerits of written communication.
d) Name any 4 types of formal letters.
e) What is an academic report?
f) Frame any 10 sentences using conjunction.
g) Write any two advantages of Oral communication.
h) What are the two guidelines and interviewee should follow?
i) Write any two barriers in Listening.
j) Explain the importance of social media.

10x2=20

PART-II

Each question is 4 marks. Word limit for each answer is 80 marks.

2. Change the following sentences from active to passive (any 4).
 - a) She bought me a gift.
 - b) I am carrying 1000 rupees in my wallet.
 - c) You have won the medal.
 - d) John eats apple everyday.
 - e) Mary is flying kite.
 - f) He has built that castle.

3. Issue a memorandum to an employee for his bad conduct.

4. What is the process of communication.
5. Explain any two types of interview.
6. What is the scope of using Visual aids?

5x4=20

133

1

P.T.O

PART-III

Each question is of 12 marks. Draw neat and comprehensive sketches wherever necessary to clearly illustrate your answer.

7. Explain in details the 7 C's of communication and the barriers to communication.

OR

What is subordination and coordination? Explain with suitable examples.

8. Write the main objectives of written communication and also mention its merits and demerits.

OR

Write a letter to your Boss complaining about the mental harassment you are facing at your work place.

9. Write a detailed report on the Fresher Party held in your college.

OR

Put appropriate punctuation marks in the following sentences.

- a) A grandparents job is easier than a parents
- b) he neither smiled spoke nor looked at me
- c) It was my aunt who took Peter to London yesterday not my father.
- d) Sorry to disturb you could I speak to you for a moment
- e) Is it any use expecting them to be on time
- f) *Having lost all my money I went home*

This question paper contains 2 printed pages.

Roll No.

BCA (Part-I)

Gen. Eng.

133

**B.C.A. (Part-I) EXAMINATION, 2019
GENERAL ENGLISH - 133**

Time Allowed : Three Hours

Maximum Marks : 100

Answer of all questions (short answer as well as descriptive) are to be given in the main answer-book only. Answer of short answer type questions must be given in sequential order. Similarly all the parts of one question of descriptive part should be answered at one place in the answer-book. One complete question should not be answered at different places in the answer-book.

No supplementary answer-book will be given to any candidate. Hence the candidates should write the answer precisely in the main answer-book only.

Write your roll number on question paper before start writing answers of questions.

PART - I

Each question is of 2 marks.

1. (a) What is a good communication ?
(b) Frame 2 sentences on 'and' and 'but'.
(c) Write any two media of oral communication.
(d) Name any 4 types of formal letters.
(e) What is a Business Report ?
(f) Frame any two sentences each prefix 'un' and suffix 'ed'.
(g) Write any two advantages of written communication.
(h) Mention any 2 types of interviews.
(i) Write any 2 guidelines for using visual aids.
(j) Explain the importance of electronic media.

PART - II

Each question is of 4 marks.

2. Frame 2 sentences each with the following Modal Verbs (any 4) :
(a) Ought to (b) Must (c) Need to (d) Might
(e) Could (f) Dare to
3. What are the essentials of good communication ?
4. Write any four guidelines that an interviewee should follow.
5. What is the advantage of visual presentation ?
6. Write any four merits and demerits of written communication.

PART - III

Each question is of 12 marks.

7. Explain in detail the process and 7'C's of communication.

OR

Explain any 2 theories and models of communication. Explain with suitable examples.

8. What are the different media of written communication? Discuss the merits and demerits of written communication.

OR

Write a letter to municipality corporation complaining about the negligence of garbage boxes in your locality.

9. Write a detailed report on the yearly academic activities held in your department in the college.

OR

- Identify the Adverbs and Adjectives in the following sentences :

- (a) Her English is good.
- (b) I ran to the station quickly.
- (c) The baby rubbed her eyes tiredly.
- (d) She cooks terrible.
- (e) She is a very warm person.
- (f) Your flat seems tidy today.

10. Write the main principles of effective oral communication and also mention its advantages and disadvantages.

OR

What is the importance of listening? Discuss the barriers of listening.

11. Write a job application to apply in Microsoft company for the position of software engineer.

OR

What is Visual presentation? Give some guidelines for using Visual aids.

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