

Roll No.

BCA-202(O)

B. C. A. (Second Semester)
EXAMINATION, May, 2013

(Old Course)

Paper Second

TECHNICAL DOCUMENTATION AND
COMMUNICATION SKILL

Time : Three Hours]

[Maximum Marks : 75

Note : Section A is compulsory. Attempt *seven* questions out of eleven questions from Section B and *one* question from Section C.

Section – A

10 each

Note : Both questions carry equal marks.

1. Complete the following sentences by filling in the blanks with the predicate part given in the brackets. You have to put the predicate parts in the right order :

- (i) I (out/find/well/the/truth).
- (ii) A crow (bird/clever/is/a).
- (iii) We (others/at/not/laugh/should)
- (iv) Gandhiji (the/path/followed/always/of/non-violence).
- (v) A good (always/citizen/others/helps).

2. Write a letter to the Editor of a newspaper complaining of the frequent breakdown of electricity of your locality.

Section - B

6 each

Note : All questions carry equal marks.

3. Change the 'voice' of the following sentences :

- (a) We help the poor.
- (b) When do you eat your breakfast ?
- (c) He is driving a car.
- (d) She has not stolen my book.
- (e) Post the letter at once.

4. Change the sentences :

- (a) Babar did not reach up to Delhi (Interrogative)
- (b) Teacher has come in the class. (Negative)
- (c) Had he been sleeping since 6 o'clock ? (Affirmative)
- (d) I shall help you today. (Interrogative Negative)
- (e) Will you not be going to Kanpur ? (Affirmative)

5. Convert the following sentences into 'Indirect speech' :

- (a) He said to me, "I shall not help you."
- (b) I said to him, "Please give me your pen."
- (c) I said to my teacher, "Good morning Sir".
- (d) She said to me, "Do you know my brother" ?
- (e) He said, " Hurrah !! I have won a prize."

6. Change the tense :

- (a) Ram has gone to school. (Past perfect)
- (b) Who is sleeping here ? (Past continuous)
- (c) They had not taken tea. (Future perfect)

- (d) I shall be waiting for her. (Present continuous)
- (e) Was he not drinking milk ? (Future continuous)

7. Transform the following 'Simple sentences' into compound ones :

- (a) She was respected for her honesty.
- (b) In spite of hard work, she failed.
- (c) He was rewarded for his labours.
- (d) He must work hard to win the first prize.

8. Convert 'complex sentences to 'simple sentences' :

- (a) Mohan admitted that he had made a mistake.
- (b) It seems that he is fool.
- (c) I believe that you are honest.
- (d) He is so slow that he cannot catch me.

9. Fill in the blanks with appropriate degree of adverbs given in brackets :

- (a) Kabita ran (fast) than Shilpa.
- (b) You should be (much) careful in future.
- (c) She came (late) of all.
- (d) You write (well) than your sister.
- (e) Mohan came (early) of all.

10. Correct the following sentences :

- (a) Alka works hardly.
- (b) I shall be back just now.
- (c) We are in need of sugar badly.
- (d) He was enough kind to help me.
- (e) I came directly from Delhi.

11. "Communication plays an important role in making good relations with the people outside the organization." Explain.
12. What are basic forms of communication ? Discuss them with merits and limitations.
13. What is report ? Write down the characteristics of a good report.

Section – C

13 each

Note : Attempt any *one* question from this Section.

14. What are main barriers to effective communication ? Explain any *two* in details.
15. (a) . Write a request letter to a book supplier claiming an expected discount on book purchase for a Government Educational Institute.
(b) Write down advantages of technology in Business Communication.
16. (a) What is Memo ? Write down different categories of memos.
(b) "Proper documentation is needed for report, memo, circular and press report writing." Discuss.