

(iii) A callous system ..... (generate)  
nothing but a mica mope.

(iv) Much more ..... (need) to be done.

(b) Make Passive :

(i) I gifted him a pen on his birthday.

(ii) Has he bought a new red Ferrari car ?

(iii) Open the window.

(iv) Why did he kill a snake with a stick ?

4. What are the different structures of sentences ?
5. What are the ways to overcome the barriers in effective communication ?
6. What is the role of effective communication in your career growth ?
7. What are the major differences between spoken and written communication ?
8. Describe the various tools of effective writing.
9. Describe the way to analyze the sample reports from industry.

Roll No. : ~~W25222~~ .....

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## BCA102

BCA (Ist Year) Examination, 2022

BUSINESS COMMUNICATION

Paper-II

*Time Allowed : 1½ Hours*

*Maximum Marks : 100*

**Part-A**

**[Marks : 30]**

**Note** :- Answer all questions (50 words each). All questions carry equal marks.

**Part-B**

**[Marks : 70]**

**Note** :- Answer any *two* questions (250 words each). All questions carry equal marks.

**Part-A**

1. Give brief answers to the following questions :

(i) Define Diphthong and Monophthong.

(ii) What is meant by 'Idiomatic distortions' ?

(iii) What is meant by phonetic transcription ?

- (iv) What are the barriers to the effective communication ?
- (v) Differentiate verbal and non-verbal communication.
- (vi) What are the tools to write a precis ?
- (vii) What is the role of appropriate tone clarity in effective writing ?
- (viii) Differentiate business and technical report writing.
- (ix) What is meant by 'Synopsis' ?
- (x) What are the routine reports ?

**Part-B**

2. Correct the following sentences by spotting errors or choose 'No Errors' :
- (i) The teachers scolded him always because he rarely reached school on time.
- (ii) No sooner did I come out of my home to go to market when it started raining heavily which drenched me completely.
- (iii) Five summons have been issued by the district court but he has not turned up yet.

- (iv) She was quite amusing at that story.
- (v) She has reduced her consumption to considerably.
- (vi) It was difficult decided about break up.
- (vii) I seen that it is getting dark.
- (viii) The first and decisive step in the expansion of Europe overseas was the conquest of Atlantic Ocean.
- (ix) Our professor taught us that one should respect the religions of others as much as his own.
- (x) Sunita is feeling little uncomfortable today because she is ill, so she can perform her work after having some rest for a while.

3. Do as directed :
- (a) Fill in the blank with the correct forms of the verb :
- (i) He denied that he ..... (forge) my signature.
- (ii) If I had played well, I ..... (win) the match.