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BCA-102

BCA FIRST YEAR EXAMINATION, 2023

BUSINESS COMMUNICATION

Paper - II

Time Allowed : Three Hours

Maximum Marks : 100

PART-A

[Marks : 20]

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

PART-B

[Marks : 50]

Note: Answer **five** questions (250 words each). Selecting **one** from each unit. All questions carry equal marks.

PART-C

[Marks : 30]

Note: Answer **any two** questions (300 words each). All questions carry equal marks.

PART-A

1. Give brief answer to the following questions :

(i) Define the word Ambiguity.

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(1)

P.T.O.

- (ii) Write Phonetic transcription of the vowel sounds.
- (iii) What is an effective writing?
- (iv) What is the purpose of the Précis writing?
- (v) What are the barriers in the effective communication?
- (vi) What is the informal conversation?
- (vii) What is a synopsis?
- (viii) What are the types of Reports?
- (ix) Define Vocabulary.
- (x) What are the Instruction Manuals?

PART-B

UNIT-I

2. Write Phonetic transcription of the following words :

- (i) Environment
- (ii) Natural
- (iii) Laugh
- (iv) Enjoy
- (v) Defeat

3. Correct the sentences or choose no error :

(i) The train had departed before I reach the station.

(ii) Had I been there I had have helped him.

(iii) He is one of the best player of our team.

(iv) I wish I was a king of a country.

(v) I would have finish this task by tomorrow.

UNIT-II

4. Discuss the process and channels of Communication.

5. Discuss the different theories of Communication.

UNIT-III

6. Make a précis of the following passage in about one-third of its length. Do not give title to it. The précis should be written in your own language.

In Hind Waraj, a text which is often privileged as an authentic statement of his ideology, Gandhi offered a civilization concept of Indian nation. The Indians constituted a nation or praja, he asserts, since the pre-Islamic days. The ancient Indian civilization "unquestionably the best" – was the fountainhead of Indian nationality, as it had an immense

11. assimilative power if absorbing foreigners of different creed who made this country their own. This civilization, which was "sound at the foundation" and which always tended "to elevate the moral being", had "nothing to learn" "from the godless" modern civilization that only "propagated immorality". Industrial capitalism, which was the essence of this modern civilization, was held responsible for all conflicts of interests, for it divorced economic activities from moral concerns and thus provided imperatives for imperial aggression. Indians themselves were responsible for their enslavement, as they embraced capitalism and its associated legal and political structures.

7. Discuss the different features of the effective writing.

UNIT-IV

8. Discuss the tools required for the Analysis of Sample Reports from Industry.
9. What are the different components of the Business Communication? Elaborate.

UNIT-V

10. How can a magazine be used to improve vocabulary for the Business Communication?

11. Write short notes on the following :

(i) Reading comprehension

(ii) Instructional manuals

PART-C

12. Discuss the major features of Indian English.

13. Explain the following in detail :

(i) Brevity

(ii) Clarity

(iii) Tone clarity

And explain how these features are helpful in effective writing ?

14. Explain the ways to overcome the barriers of Effective communication.

15. Write a letter to the SP of your city to curb the increasing Criminal activities.

16. Read the following passage carefully and choose the most appropriate answer to the question out of the four alternatives.

True, It is the function of the army to maintain law and order in abnormal times. But in normal times there is another force that

compels citizens to obey the laws and to act with due regard to the rights of others. The force also protects the lives and the properties of law abiding man. Laws are made to secure the personal safety of its subjects and to prevent murder and crimes of violence.

They are made to secure the property of the citizens against theft and damage to protect the rights of communities and castes to carry out customs and ceremonies, so long as they do not conflict with the rights of others. Now the good citizen, of his own free will obey these laws and he takes care that everything he does is done with due regard to the rights and well-being of others. But the bad citizen is only restrained from breaking these laws by fear of the consequence of his actions. And the necessary steps to compel the bad citizen to act as good citizen are taken by this force. The supreme control of law and order in a State is in the hands of a Minister who is responsible to the State Assembly and acts through the Inspector General of Police.

(a) Which of the following is not implied in the passage ?

Options :

(i) Laws protect those who respect it ?

- (ii) Laws ensure people's religious and social rights absolutely and unconditionally.
 - (iii) A criminal is deterred from committing crimes for fear of the law.
 - (iv) The forces of law help to transform irresponsible citizens into responsible ones.
- (b) According to the writer, which one of the following is not the responsibility of the police ?

Options :

- (i) To protect the privilege of all the citizens.
 - (ii) To check violent activities of citizens.
 - (iii) To ensure peace among citizens by safeguarding individual rights.
 - (iv) To maintain peace during extraordinary circumstances.
- (c) "They are made to secure the property of citizens against theft and damage" means that the law :

Options :

- (i) Help in recovering the stolen property of the citizens.

- (ii) Assists citizens whose property has been stolen or destroyed ?
 - (iii) Initiate process against offenders of law.
 - (iv) Safeguards people's possessions against being stolen or lost.
- (d) The last sentence of the passage implies that :-

Options :

- (i) The Inspector General of Police is the sole authority in matters of Law and Order.
- (ii) In every state, maintenance of public peace is under the overall control of the responsible minister.
- (iii) The State Assembly exercise direct authority in matters pertaining to law and order.
- (iv) The Inspector General of Police is responsible to the State Assembly for maintaining Law and Order.

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