Goa Vidyaprasarak Mandal's GOPAL GOVIND POY RAITURCAR COLLEGE OF COMMERCE AND ECONOMICS, FARMAGUDI-PONDA, GOA. B.C.A. UGC-CCFUP (SEMESTER-I) REGULAR EXAMINATION NOVEMBER 2023 Communicative English: Spoken and Written

Duration: 2 hours

Marks: 40

Instructions:

i. Please check that question paper is printed on both the sides.

- ii. All questions are compulsory and spate instructions are given with each question, wherever necessary. Read this instruction very carefully and follow them.
- iii. *Marks are mention at the right margin i.e.* 1mark × 5questions= 5marks.

1. Fill in the blanks and rewrite the complete sentence.

(BT1, CO3) (1x5=5)

- a. _____ communication is more time saving:
 - i. Written
 - ii. Oral
 - iii. None of the above.
- b. Body Language is an important type of
 - i. Oral Communication
 - ii. Written Communication
 - iii. Non-Verbal Communication
- c. Red color is a sign for _____
 - i. Danger
 - ii. Love
 - iii. Both of the above
- d. Exchange of ideas between two or more person is_____.
 - i. Understanding
 - ii. Communication
 - iii. Speaking
- e. The person who transmits the message is called the _____.
 - i. Sender
 - ii. Giver
 - iii. Receiver

2. Answer ANY TWO from the following questions. (BL2, CL2) (4x2=8)

- A. Explain the communication process with the help of a diagram.
- B. What are inquiry letters?
- C. What are the stages involved in writing a business letter?
- D. Write a brief note on Report Writing.

3. Answer ANY THREE from the following questions. (BL2, BL4, CL2) (4x3=12)

- A. Write a note on candidate preparation for a job interview.
- B. Write a detailed note on verbal and nonverbal communication.
- C. Explain four main types of Communication.
- D. Difference between formal & informal Communication.

4. Write a letter on ANY ONE topic

A. Draft a letter of complaint to Gita Electronics, Ponda-Goa about defective electric fans and stating the adjustment in it.

OR

B. Writing a cover letter for the post of Software Developer at Viva Cosmo, Verna-Goa. Mention why you are the perfect candidate for this post.

5. Write a dialogue on ANY ONE of the given topics. (BL3,CL1) (5)

A. Discussion between a father and a daughter over arranging a surprise birthday party for mother.

OR

- B. Discussion between two friends over which social media is better: Facebook or Instagram.
- 6. Write a speech in 150-200 words to deliver on the occasion of the elocution competition.

(BL6, CL4) (5)

(BL6, CL4) (5)

A. Diwali and the Victory of Good over Evil.

OR

B. "I wish I were____".

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