No. of Printed Pages—2

13 (CE)

[18–HRGPKAC–M1S]

MCA 1st Semester Exam., 2018

COMMUNICATIVE ENGLISH

[MCA (S1) 04]

Full Marks : 80

Time : 3 hours

The figures in the margin indicate full marks for the questions

1. Answer any *five* from the following questions (each within *50* words) : 2×5=10

(a) Why is communication important?

(b) What is the difference between a compound and a complex sentence? 1+1=2

(c) Why is note-taking considered as an important component of reading?

(d) What is known as 'intuitive listening' ?

(e) Mention the difference between intensive and extensive reading. 1+1=2

(f) *(i)* What is meant by the term 'phonetics' ?

(ii) Why is phonetics used by speech therapists? 1+1=2

2. Answer any *three* from the following questions (each within *150* words) : 4×3=12

(a) How does communication serve the different objectives in a business organization?

(b) Briefly define the four types of common mistakes committed in the use of modifiers.

(c) What are voice-clarity determinants? Explain with examples.

(d) Why is letter writing so important in business communication?

3. Answer any *three* from the following questions (each within *250* words) : 6×3=18

(a) How is oral communication important in the world of business? Describe.

(b) Explain the importance of listening skills in business communication.

(c) Define cohesion. Discuss the major cohesive devices with examples. 2+4=6

(d) Write a precis of the following passage and add a suitable title to it : 2+4=6

The cinema is the only art invented by science. It was born and bred in the West in a technological environment, and so its manifestations in predominantly agricultural countries are a somewhat curious phenomenon of more sociological than aesthetic interest. What is remarkable is that with political independence and the rise of a national awareness of technology, a new minority cinema appears in many of these societies and quickly acquires compelling aesthetic and humanist values. Their content is increasingly charged with aspirations for a better life, and their form with delight in a new medium. In many of these countries, television is limited in its spread and its creative abilities, either by the lack of resources or by the constrictions of governmental ownership or both. Cinema, on the other hand, reflects a more vital and spontaneous expression of the secret hopes and fears, ideals and enthusiasm of a country's people.

4. Answer any *four* from the following questions (each within *500* words) : 10×4=40

(a) What are speech sounds? Explain each speech sound with examples. 2+8=10

(b) What is the purpose of a curriculum vitae (CV)? Mention the essentials to be kept in mind while preparing a CV. 2+8=10

(c) Explain in detail the SQ3R method. Provide some guidelines to improve reading skills.

(d) "There are many ways in which a human body expresses itself." Discuss with reference to the human body-language in detail.

(e) What are the guidelines of an ideal job application letter? Explain in detail with a sample format. 5+5=10

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