No. of Printed Pages—2

13 (CE)

[19-HBPGKOW-M1S(O) 20M]

MCA 1st Semester (Old) Exam., 2019 (W)

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* of the following questions (Each in around *50* words) : 2×5=10

(a) State the objectives of communication in general.

(b) What is meant by the term 'Downward Communication'?

(c) What are the two types of clauses? Write with examples.

(d) Convert the following assertive sentences into exclamatory sentences : 1+1=2

(i) The queen is very beautiful.

(ii) I wish we were young again.

(e) Why is 'pseudolistening' considered a poor listening habit?

(f) When is a précis assumed to be complete?

2. Answer any *three* of the following questions (Each in around *150* words): 4×3=12

(a) Define the term 'cohesion'. Explain the two major categories of cohesion. 1+3

(b) Make sentences with the following : 1×4=4

(i) Pass the Buck

(ii) Break the ice

(iii) Quake in our shoe

(iv) Up and about

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

(d) Write short notes on any *two* of the following : 2+2=4

(i) Wandering attention as a barrier to communication

(ii) Discursive paragraph

(iii) Pitch

3. Answer any *three* from the following questions (Each in around *250* words) : 6×3=18

(a) How is oral communication important in business? Discuss in detail.

(b) Discuss the SQ3R method of reading.

(c) Write a paragraph on any *one* of the following :

(i) Too much exposure to the mobile phones is harmful to our children.

(ii) Mobile phone is a communication medium.

(d) Discuss the common grammatical errors with adequate examples.

4. Answer any *four* from the following questions (Each in around *500* words) : 10×4=40

(a) What are speech sounds? Explain in detail with examples.

(b) Write a detailed note on the use of 'punctuation marks' in the English language.

(c) Explain the process of listening. Discuss the factors that act as the impediments to effective listening. 2+8=10

(d) Why is body language so important in non-verbal communication? Discuss.

(e) 'Customer complaints are indeed a part of any business'. Discuss why letters of complaint by customers must be followed up.

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