

**1701**  
**B.C.A. FIRST YEAR EXAMINATION, 2019**  
**GENERAL ENGLISH**

Time: Three Hours  
Maximum Marks: 100

Answer of all the questions (short answer as well as descriptive) are to be given in the main answer-book only. Answers of short answer type questions must be given in sequential order. Similarly, all the parts of one question of descriptive part should be answered at one place in the answer-book. One complete question should not be answered at different places in the answer-book. Write your roll numbers on question paper before start writing answers of questions.

Question paper consists of three parts.  
All THREE parts are compulsory.

**PART – A** *[Marks: 20]*

*(Very Short Answer)*

*Consists 10 question of two marks each.*

*Maximum limit for each question is up to 40 words.*

**PART – B** *[Marks: 20]*

*(Short Answer)*

*Consists 5 question of four marks each.*

*Maximum limit for each question is up to 80 words.*

**PART – C** *[Marks: 60]*

*(Long Answer)*

*Consists 5 question of twelve marks each with internal choice.*

## **PART – A**

- Q.1 (i) What do you understand by Narration?  
(ii) Write down importance of communication.  
(iii) Write down two objectives of written communication.  
(iv) Define business letter.  
(v) Define report writing.  
(vi) What role adverb plays in a sentence?  
(vii) Write down two advantages of oral communication.  
(viii) What are barriers in listening?  
(ix) What are types of Job Application?  
(x) Elaborate advantages of power point presentation.

## **PART – B**

- Q.2 (i) Explain meaning of communication.  
(ii) Write down merits and demerits of written communication.  
(iii) What are the essential requirements of good report writing?  
(iv) Describe media of oral communication.  
(v) Explain visual presentation.

## **PART – C**

- Q.3 (i) Write down differences between active and passive sentences.

**OR**

Explain scope and process of communication.

- (ii) Describe objectives of written communication and what are the important features of business messengers?

**OR**

What is office memorandum? Illustrate with example.

- (iii) What are different types of report and explain layout of the report?

**OR**

Explain Prefix and write down the importance of choice of words in English.

- (iv) Explain meaning and purpose of interview and what essential features of interviews are?

**OR**

Write down the meaning, nature and importance of listening.

- (v) What do you understand by resume? Illustrate with an example.

**OR**

Discuss in detail the various aspect of project presentation.

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