

B.C.A. Sem. II - Examination

201 - COMMUNICATIVE ENGLISH - II -Paper No.201

Paper Code - 3293

Time: 2:30 Hours

Maximum Marks: 70

Q: 1: Explain in detail the network of communication channel.

[14]

OR

Write short notes on any TWO of the following:

- (i) Grapevine
- (ii) Consensus
- (iii) Oral communication

Q: 2: Draft any TWO of the following letters:

[14]

1. A letter placing an order for new furniture of your college library.
2. Write a letter of acknowledgment of the first order from Messrs. Patel & Sons. after a long interval and try to build up goodwill .
3. Write a letter to the supplier cancelling the order due to delay in the delivery of goods.

Q: 3: Draft a complain letter to Messrs. Mehta & Co regarding damaged goods of two consignments.

[14]

OR

Draft an adjustment letter of above mentioned complaint.

Q: 4: Write an application for the post of an assisstant lecturer in B.C.A. College.

[14]

OR

Prepare your C.V. for the above mentioned post.

Q: 5: Write a short note on the following: (Any TWO)

[14]

1. Aunt Rachel's physical appearance in 'True Story' by Mark Twain
2. "Blow up with the ship" as a story of adventure.
3. La Cachirra's love for her son.