

APRIL-2015

T.Y.B.C.A.

Communicative English-III (Old)

Duration: 03:00 Hours

25613

Total Marks: 100

Q-1 Write a short note on the following topics.

{20 Marks}

1. Indianism.
2. Code-mixing.
3. Mother tongue.
4. Alphabets.

OR

Q-1 Attempt the following questions.

{20 Marks}

1. Write a detailed note on DOS and DONT'S of language learning.
2. List differences between formality and informality.

Q-2 Write short notes on the following analogies.

{20 Marks}

- 1) Reading is like taking a pleasant walk.
- 2) Reading is like Marching.
- 3) Reading is like solving a puzzle.
- 4) Reading is like peeling an onion.

OR

Q-2 Write detailed notes on the following.

{20 Marks}

- 1) Child Abuse
- 2) The Importance of communication skill in workplace.

Q-3 Draft a letter on the following topics.

{20 Marks}

- 1) Condolence letter on the death of friend's mother.
- 2) Letter of appreciation to a friend who helped you in preparing your project.

OR

Q-3 Attempt the following questions.

{20 Marks}

- 1) List ten things which one should remember while talking on the telephone.

- 2) The character of professor Higgins from the extract taken from the well known play Pygmalion by G.B.Shaw.

**Q-4 Answer the following questions.**

**{20 Marks}**

- 1) Write a detailed note on use of technical aids in presentation.
- 2) What are the crucial aspects of a good presentation?

**OR**

**Q-4 Answer the following questions.**

**{20 Marks}**

- 1) What is report? Write a brief note on various types of report.
- 2) Elite Core Pvt. Ltd. Wants to open its new branch in Bhavnagar district. Hence, the manager of the company is given the responsibility to prepare feasibility for the same. Submit the report to the H.R. Manager.

**Q-5 Attempt the following questions.**

**{20 Marks}**

- 1) What is technical proposal? Write a detailed note on its types.
- 2) The manager of Punjab national bank wants to extend facilities of the branch on popular demand which includes provision of 50 lockers, one ATM, five staff quarters, online banking and mobile banking. Form a technical proposal to regional manager at Rohtak in Haryana.

**OR**

**Q-5 Attempt the following questions.**

**{20 Marks}**

- 1) Draft a C.V. for the post of Assistant Professor of Computer Science.
- 2) Prepare a resume for the post of computer operator.

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With Best Wishes

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