

7. (a) What are the different kinds of paragraph development methodologies? [7]
- (b) Explain the requisites of a good sentence and paragraph. [7]
8. (a) Differentiate between Summary and Precis. Explain the technique to write a precis of a solicited proposal. [7]
- (b) Discuss the different methods of Note-taking. [7]
9. (a) Write a sales letter to potential customers on behalf of a shoe company. Invent necessary details. [7]
- (b) Write an adjustment letter for malfunctioning of a Mobile set. [7]
10. (a) What do you understand by Report writing? Write all the parts of a formal report. [7]
- (b) Write a job application for the post of Maintenance Manager. Invent necessary details. [7]

----- X -----

6620/1300

(4)

Question Paper Code : 6620

BCA (Semester-I) Examination, 2021

ESSENTIAL OF PROFESSIONAL COMMUNICATION

[Paper : BCA-101]

Time : Three Hours]

[Maximum Marks : 70

Note : Attempt any five questions. All questions carry equal marks.

1. (a) 'Communication is imparting or exchanging of information by some medium'. Illustrate with an apt diagram. [7]
- (b) Discuss language as a tool of communication with special reference to Noam Chomsky. [7]
2. (a) What are the different barriers to effective communication? List methods to eradicate those barriers. [7]
- (b) 'Flow of communication defines its usage, relevance and category'. Comment. [7]

6620/1300

(1)

[P.T.O.]

3. (a) What is the significance of 7Cs of Communication ? Explain its role in making communication effective. [7]

(b) 'The most important thing in communication is hearing what isn't said' - P.F. Drucker.

Elaborate on this idea with an aspect of non-verbal communication. [7]

4. (a) Define Noun Phrase with suitable examples . Classify its modifiers into sub-categories. [7]

(b) Explain the following sentences by analysing Noun Phrases : [7]

(i) My mother-in-law's car met with an accident.

(ii) The President of India's visit was recorded by the media platforms.

(iii) The Professor of linguistic's room got sick.

(iv) The Finance Minister of India's budget speech went viral.

(v) Edward VIII's reign is of 326 days

(vi) The boy in the blue shirt is dancing

(vii) Those houses are very expensive

5. (a) What is the function of Preposition? Explain its kinds with suitable examples. [7]

(b) Explain the two classes of Article. Give atleast three examples for each category. [7]

6. (a) What are the different methods of word formation? [7]

(b) Make sentences for the following homophones. [7]

(i) Knight / Night

(ii) Sole / Soul

(iii) Stationary / Stationery

(iv) Altar / Alter

(iv) Ate / Eight

(vi) Board / Bored

(vii) Coarse / Course