

PARUL UNIVERSITY
PARUL INSTITUTE OF COMPUTER APPLICATION
BCA DEPARTMENT
Mid Term Examination – April, 2017

Subject Code: 05193151/05393151
Subject Title: Communication Skills II
Course: BCA / IMCA Semester: 2

Date: 17/04/2017
Time: 10:00 to 11:30 a.m.
Total Marks: 30

Q-1) Solve MCQ (Attempt any 06 from 10)

(06)

- Write Synonym of the given words

1. Occupation

A. Job B. Do C. See D. Man

2. Valliant

A. Big B. Quick C. Brave D. Swift

3. Require

A. Make B. Find C. Help D. Need

- Write Anonym of the given words.

4. Talent

A. Ability B. Inability C. Disability D. Unavailability

5. Luminous

A. Clear B. Dim C. Clever D. Brittle

6. Zenith

A. Apex B. Worst C. Nadir D. Past

- Fill in the blanks.

7. Nassira, finish this work _____ I shall punish you. (otherwise, till, because)

8. _____ water is there in this tank? (How much, How many, How far)

9. My bicycle is _____ the road. (on, at, in)

10. All of _____ are humans. (us, we, I)

Q-2) Answer the following questions in short. (Attempt any 08 from 10)

(08)

1. What are the seven parts of speech?
2. Name any two forms of Group Discussion.
3. Name any two layouts of letter writing.
4. What is Organizational Group Discussion?
5. Write any two evaluation components of Group Discussion.

6. Write any two principles of letter writing.
7. Name any two types of letters.
8. Name any two types of applications.
9. What are the major forms of Group Discussion?
10. What are the different elements of letter writing?

Q-3) Answer the following questions (Attempt any 4 from 6)

(08)

1. What are the different ways to improve vocabulary?
2. Write a brief note on the importance of writing application in student life.
3. Write a brief note on 'How to develop reading habits?'
4. Write a brief note on the importance of Group Discussion.
5. Discuss any three components of Group Discussion in brief.
6. Discuss any two layouts of letter writing in brief.

Q-4) Answer the following questions (Attempt any 2 from 4)

(08)

1. Write a business letter on the given topic.
 - As a purchase manager of Parul University, write an order letter of 20 LG air conditioners to the manager of LG Shoppe, New VIP road, Vadodara. Request him to deliver the goods as soon as possible.
2. Write an application on the given topic.
 - Write an application to the principal of Parul Institute of Computer Application and request her to return original documents for visa purpose.
3. Write a paragraph on 'Internet speed in India'
4. Discuss different principles of letter writing in detail.

**** All the Best****