

**B.C.A. (PART-I) HALF YEARLY EXAMINATION, 2020-21**

**(Paper Eighth)**

**COMMUNICATION SKILLS**

[Time: Three Hours]

[Maximum Marks: 50]

**Note :** Attempt All questions carry equal marks.

**UNIT-I**

1. Give meaning of the following words and use them in sentence (any ten):

- i. **Jubilant**
- ii. Marvelous
- iii. Amiable
- iv. Useful
- v. Wealthy
- vi. Concise
- vii. Alien
- viii. Elegant
- ix. Gaiety
- x. Adequate
- xi. Cordial
- xii. Notable
- xiii. Disgrace
- xiv. Principal
- xv. Eradicate

**UNIT-II**

2. (a) make simple sentence of any five of the following :

- i. She was both praised and rewarded.
- ii. He is not only industrious but also wise.
- iii. He is a man who keeps his word.
- iv. You may go wherever you like.
- v. This news is so good that it cannot be true.
- vi. You must work hard or you will not win the first prize
- vii. We all know why he is popular.

(b) Fill in the blanks with models can, could, may, might, shall, should, will, must, ought (any five)

- i. We.....go shopping next week. We..... need a lot of things for the holidays.

- ii. We..... not waste time in idle gossip.
- iii. One..... obey one's parents.
- iv. .... you lend me some money ?
- v. Your mother is sleeping .you..... not speak loudly.
- vi. .... god give you courage to face it.
- vii. One ..... Always be kind to others

**UNIT-III**

3. (a) choose the correct form of the verb from those in brackets to complete each sentence :

- i. I shall telephone you when she.....  
(return, returned, will return)
- ii. We..... our lunch half an hour ago.  
(finished ,have finished, had finished)
- iii. i..... twenty next birthday.  
(am, shall be, would have been)
- iv. The baby.....all morning.  
(cries, is crying, has been crying)
- v. We..... English for two years.  
(learn , are learning, have been learning)
- vi. My uncle..... for London tomorrow.  
(leaves, has left, will have been leaving)
- vii. I.....his letter a week ago.  
(received, had received, have received)

(b) Rewrite the following in indirect speech(any five):

- i. The visitor said."I want to speak to you."
- ii. The student said to the teacher,"we're sorry. We,re very late.
- iii. My wify said,"I'll answer the phone for you."
- iv. His neighbour said,"you have an excellent cook."
- v. The doctor said to me,"you have to stay in bed for a week. You will soon be well."
- vi. Rani to reetika,"please lend me your dictionary."
- vii. The teacher said,"sit down,mohan."
- viii. He said,"congratulations !"
- ix. "what a grand building !" said Raina.
- x. He said,"do you know Mohan?"

#### UNIT-IV

#### 4 Rewrite the sentences in the passive voice(any ten):

- i. Bulldozers remove the top soil.
- ii. They invited tanuja to deliver a speech.
- iii. Mona lisa was painted by Leonardo.
- iv. The students are decorating the college hall.
- v. Someone broke the rear mirror of my car.
- vi. The engineers were repairing the dams last week.
- vii. Somebody has stolen my book.
- viii. People has praised hs work.
- ix. Somebody stole the typewriter from the office.
- x. People blam the government for everything.
- xi. The workers have decorated the marriage pandal very beautifully

#### UNIT-V

5 (i) write a letter to a friend, asking him/her to come and stay with you after examination.

Or

Write a letter to a friend on his birthday.

(ii) write a letter to a friends , congratulating him/her on having passed her/his examination.

Or

Write a letter to your friends , asking him to attend the marriage of your brother.

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