

Code: 06MC106

MCA I Semester Supplementary Examinations, March 2013

ENGLISH LANGUAGE AND COMMUNICATION SKILLS

Time: 3 hours

Max Marks: 60

Answer any FIVE questions

All questions carry equal marks

- 1 (a) Rewrite the following sentences correcting the underlined part:
(i) Rahul went to U.S.A (ii) Neither the boy nor the girls has gone to the canteen.
(iii) This is a interesting match. (iv) Ten miles are not a long distance.
 - (b) Form two sentences each in the pattern of the structures given below:
(i) Subject + Verb + Subject complement *Eg*: Veena is a dancer.
(ii) Subject + verb + Indirect object + Direct object *Eg*:He taught me French.
 - (c) Fill in the blanks with suitable forms of verbs given below:
(i) He — (go) to school daily.
(ii) Sam — (make) a doll yesterday.
(iii) Raghu — (disturb) the class.
(iv) When he reached the station, the train — (leave) the station.
- 2 Draw the differences between verbal and non-verbal communication.
 - 3 What are the sub skills of writing?
 - 4 How do you participate in a video conferencing?
 - 5 Write about the different types of interviews conducted in different settings and for different purposes citing examples.
 - 6 Bring out the advantages and disadvantages of spoken and written communication.
 - 7 Place an order in E-mail to purchase 30 HCL desktops to the sales manager of HCL company.
 - 8 How do you prepare business and technical reports?
