



Model Paper-I
Exam- 2016
BCA I
Paper-General English

Time: 3 Hrs.

MM:100

I) Very Short Answer Questions

2*10=20

1. What is narration?
2. What are the purposes of interviewer?
3. Define resume.
4. What is a cover letter?
5. What do you mean by coherence in communication?
6. Give one example of semantic barriers in communication.
7. Define encoding in the process of communication.
8. Define the written communication with example.
9. Define head news letter.
10. What is sales letter?

II) Short Answer Questions (each carrying 4 marks)

4*5=20

1. What is subject-verb concord? Write with examples.
2. Write the importance of group discussion.
3. What are the basic roles of an Interview?
4. Explain Berlo's Model of communication using illustrations.
5. Explain the term summing up in the project presentation.

III) Long Answer Questions

12*5=60

1. Write the rules of subject-verb agreement.

OR

Explain the styles of oral communication.

2. Describe the guidelines of interview.

OR

Describe the principle of listening.

3. Explain how to design a resume. Define its preparation.

OR

What is a chart? Define variable types of charts with suitable diagram.

4. Explain the basic models of communication.

OR

Describe the advantages and disadvantages of formal communication.

5. What do you understand by planning the business message? Explain three step writing process

OR

Describe the guideline for the effective memorandum.