



RAN - 1811000101010001

RAN-1811000101010001**F.Y.B.C.A. - Sem. I Examination****March / April - 2019****Paper -101 :Communication Skills (New Course)****Time: 3 Hours]****[Total Marks: 70****સૂચના : / Instructions**

(1)

નીચે દર્શાવેલ નિશાનીવાળી વિગતો ઉત્તરવહી પર અવશ્ય લખવી.
Fill up strictly the details of signs on your answer book

Name of the Examination:

F.Y.B.C.A. - Sem. I

Name of the Subject :

Paper -101 :Communication Skills (New Course)

Subject Code No.: 1811000101010001

Seat No.:

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Student's Signature

- (2) Figures to the right indicate full marks.
 (3) Clearly mention the options you choose.

1. Explain with examples different ways of communicating any three of the following: (12)

- Asking someone to do something for you
- Refusing to give permission
- Informal and casual agreement
- Reacting to Introduction

2. (A) Prepare an application along with resume to be sent to Rakesh Infotech Computers for the post of a hardware expert. (12)

OR

2. (B) As a seller of Marble and Ceramics you have recently received a Complaint for the mistake in bill. Give response to solve the matter. (12)

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3. Write short notes on any two of the following: (10)

- i. Use of Visual Aids in Oral Presentation
- ii. Humour in Writing
- iii. Body of the letter
- iv. Guidelines for preparing an effective Resume

4. (a) You have recently shifted from Vadodara to Surat. You want to transfer the gas connection to another agency in Surat. Draft a request to the agency in Vadodara to stop services from the next month. **(12)**

OR

4. (b) You recently visited a government Old Age Home. During your discussion with the Old Age people living there, you found scarcity of facilities. Prepare a report to be submitted to the officer in charge listing the necessities to be incorporated in the Home. **(12)**

5. Do as directed: (12)

1. Make nouns of the following verbs:
 - i. Decide -
 - ii. Write -
2. Use following phrases in your sentences:
 - i. aim at -
 - ii. amazed at -
3. Buy two shirts and get one free.
(Turn into a complex sentence)
4. They went to the cinema.
(Add question tag)
5. The US space shuttle Endeavour successfully in Florida after the longest mission of its kind to the international Space Station
(Put proper form of the verb 'to land')
6. The wedding planner is making all the reservations.
(Turn into passive voice)

6. Develop a paragraph on the following topic. (12)
Road Safety