

Seat No. : _____

FBCA-01
April-2007
Communicative English
(New Course)

Time : 3 Hours]

[Max. Marks : 70

- Instructions :** (1) **All** the questions are compulsory and carry equal marks.
(2) Figures on the right indicate full marks.

1. Discuss non-verbal communication and its types. (14)

OR

Write short notes on any **two** of the following : (14)

- (1) Media and modes of communication.
- (2) Communication as a two-way process.
- (3) Communicating effectively in the International context.
- (4) Importance of Listening and Empathy in communication.

2. (A) Draft a letter politely informing an employee of your firm that his/her application for leave has been rejected. (7)

OR

- (A) As the Managing Director of a company, write a letter to an employee appreciating his good performance. (7)
- (B) Draft a circular letter informing your clients/customers about a special concession offered by your firm. (7)

OR

- (B) Write a memo as the Manager of a reputed company, informing an employee that he needs to improve his conduct and behaviour keeping in mind the rules and regulations of the company. (7)

3. (A) Write a paragraph of about 150 words on any **one** of the following topics : (8)
- (1) The place of computers in our day-to-day life.
 - (2) Earning at the age of learning.
 - (3) Media influencing our daily lives.

- (B) Read the given passage carefully and answer the questions given below : (6)

The great advantage of early rising is the good start it gives us in our day's work. The early riser had done a large amount of hard work before other people have got out of their bed. In the early morning the mind is fresh, and there are few sounds or other distractions, so the work done at the time is generally well done. In many cases the early riser also finds some time to take some exercise in the fresh morning air and this exercise supplies him with a fund of energy that will last until evening. By beginning so early he has plenty of time to do thoroughly all the work he can be expected to do and is not tempted to hurry over any part of it. All his work being finished in good time, he has a long interval of rest in the evening before going to bed. He goes to sleep several hours before midnight, at the time when sleep is most refreshing and after a sound night's rest, rises early next morning in good health and spirit for the labour of a new day.

Questions :

- (1) What is the advantage of getting up early in the morning ?
- (2) Why does the quality of work improve by beginning early ?
- (3) Why does an early riser enjoy good health and spirit ?
- (4) Give a suitable title to the above passage.

4. Do as directed : (14)

- (A) Fill in the blanks with appropriate forms of verbs given in the brackets : (any **four**) :

- (1) When Priya came, we _____ in the library. (read) (4)
- (2) The policeman ran after the thief and _____ him. (catch)
- (3) Shweta _____ before you called. (leave)
- (4) These days it _____ cold in the nights. (get)
- (5) The must hurry up; I _____ for two hours. (wait)

- (B) Fill in the blanks with appropriate prepositions (any **four**) : (4)

- (1) Do you always depend _____ others for help ?
- (2) The Manager did not agree _____ my proposal.
- (3) Right now, she must be _____ her school.
- (4) A bridge was built _____ the river Godavari.
- (5) The family living _____ us is very noisy.

(C) Change the voice. (any **three**) (3)

- (1) I have sent for the doctor.
- (2) We elected him President.
- (3) English is spoken all over the world.
- (4) Her performance satisfied me.

(D) Choose the correct word from the brackets and fill in the blanks : (any **three**) (3)

- (1) May his _____ (sole/soul) rest in peace !
- (2) The police rushed to the _____ (site/cite) of the accident.
- (3) My friend is going _____ (aboard/abroad) for higher studies.
- (4) The Railways has increased the train _____ (fair/fare).

5. Do as directed : (14)

(A) Use the following phrasal verbs in meaningful sentences : (any **three**) (3)

- (1) in quest of
- (2) to break the ice
- (3) put off
- (4) Ill at ease

(B) Give meanings of any **three** of the following idioms : (3)

- (1) an apple of discord
- (2) a storm in a tea cup
- (3) a stone's throw
- (4) by hook or by crook

(C) Give one word substitute for any **three** of the following : (3)

- (1) A person who is new to a trade or profession.
- (2) The rule of an autocrat person.
- (3) Words inscribed on a tomb.
- (4) A disease which ends in death.

(D) Match the words in column 'A' with their antonyms in column 'B'. (3)

'A'	'B'
Guilty	Native
Hollow	Innocent
Foreign	Wise
	Rigid
	Solid

(E) Mark the syllable which should be stressed in any **two** of the following words : (2)

- (1) Produce
- (2) Arrive
- (3) Protest
- (4) Open

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[Max. Marks : 50

- Instructions :** (1) All the questions are compulsory.
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1. Discuss the essentials of good communication. (10)

OR

Write short notes on any **two** : (10)

- (1) Oral Communication.
- (2) Body language.
- (3) Feedback in Communication.
- (4) Importance of signs and symbols.

2. (A) Draft an application for the post of Sales Manager in a reputed firm. (8)

OR

(A) Write a letter to the editor of a leading newspaper expressing your views on narrow roads and traffic jams in your city. (8)

(B) Write a paragraph of about 150 words on any **one** of the following : (8)

- (1) Importance of English as a medium of instruction.
- (2) A Personal Computer in my life.
- (3) Employment in the IT Sector in India.
- (4) The Role of Media in our lives.

3. Do as directed : (any **eight**) (8)

- (1) My cousin has married _____ European. (use article)
- (2) He has been charged _____ murder. (use preposition)
- (3) You _____ not take studies so lightly. (use an appropriate modal auxiliary)
- (4) Last year, one of our patients _____ by a snake. (use proper form of the verb 'bite')
- (5) He will be crowned minister tomorrow. (Change the voice).
- (6) Which of these books _____ yours ? (Use proper form of 'be').

- (7) _____ uncle of mine has given me a present. (use appropriate article)
- (8) Break this stick _____ two parts. (use preposition)
- (9) It is getting hot. (add question tag)
- (10) We will certainly give you a scholarship. (change the voice)
- (11) Ramesh can speak louder. (add question tag)

4. Do as directed :

- (A) Give meanings of any **two** of the following idioms : (2)
 - (1) A black sheep.
 - (2) Castles in the air.
 - (3) Tooth and nail.
 - (4) Off and on.
- (B) Give one-word substitute for any **two** of the following : (2)
 - (1) A partner in a crime.
 - (2) A person who looks at the bright side of things.
 - (3) The Science of earth and its study.
 - (4) A person who believes in fate.
- (C) Given below is a list of words. Fill in the blanks with words of the same sound but with different spellings and meanings. (any **two**) (2)

(Complements, birth, bale, assent)

 - (1) Please convey my _____ to your parents.
 - (2) He is planning to release me on _____.
 - (3) The _____ of Himalayas is very difficult.
 - (4) We have reserved a _____ for you.
- (D) Give antonyms of any **two** of the following : (2)

(1) accept	(2) attract
(3) humble	(4) decrease

5. Read the given passage carefully and answer the questions that follow : (8)

Swami Vivekanand, speaking in America, told his audience a story in order to impress upon them how little people really longed after God.

He told a young man who came to a religious teacher and said that he wanted to find God. Swamiji smiled and said nothing. The young man returned, time after time ever repeating his desire, his longing to find God. After many days Swamiji told him to accompany him as he went to the river to take his bath and when both were in the river, Swamiji took hold of the young man and plunged him under the surface holding him there for a few minutes. The young man struggled hard to shake off his hold.

Finally, the teacher brought him out of the water and said, “My son, what did you long for most, when you were under water ? “A breath of air, Sir”, gasped the youth. “Indeed, replied Swamiji calmly. “Thus if you have such a longing after God, you shall surely find him.”

Questions :

- (1) Why did Vivekanand tell the story in America ?
 - (2) What did the young man want ?
 - (3) Where did Swamiji take the young man ? What did he do to him ?
 - (4) What lesson did the young man learn from Swamiji ?
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