

**MCA (Revised) / BCA (Revised)**

**Term-End Examination**

**December, 2014**

11254

**MCS-015 : COMMUNICATION SKILLS**

*Time : 2 hours*

*Maximum Marks : 50*

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**Note :** *Answer all questions.*

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1. Read the following passage and answer the questions given after it.

The lives of people all over the world are generally influenced by the climate of the country in which they live. For example, climatic conditions have an effect on the sort of clothes people wear. In a cold climate, warm clothes are required, and materials for making such clothes are provided by the animals found in cold countries. Similarly, people in hot countries wear silk and cotton, which grows easily in hot climates. Climate also decides the type of houses people live in; in hot climate, flat roofs and wide verandahs are suitable but in cold countries, sloping roofs and thick walls are required. Food is also the product of climatic conditions. People eat what is easily cultivated.

In general, the hottest parts of the world are those nearest to the Equator, but other factors also have an influence upon climate. Distance from the sea is important since it will influence temperature, rainfall and humidity. Height is also a vital factor. Places at high altitude are always cooler than places at the sea level in the same latitude. Physical features such as mountains, which may stop the passage of cold winds and cause rainfall, also have an effect on the climate.

- (a) In what ways does the climate influence the lives of people in a country ?
- (b) Who provides the materials for warm clothes in a cold climate ?
- (c) How does altitude of a place influence its climate ?
- (d) What type of houses are suitable for people in a hot climate ?
- (e) In what ways do physical features influence the climate of a place ? 5×2=10

2. Do as directed :

5×1=5

- (i) The dog jumped \_\_\_\_\_ the table. (on/upon)
- (ii) She was married \_\_\_\_\_ the age of twenty. (in/at)
- (iii) The weather of Delhi is warm than of Amritsar. (Correct the sentence)
- (iv) India lifted the Cricket World Cup in 2011. (Change the active voice)
- (v) Hind Swaraj was written in the year 1909. (Add a question tag)

3. Write a letter of acceptance with a request for relaxation for a month in the joining period. The details of the company and the job are given below :

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Company : New Horizons Pvt. Ltd.  
187, Paharganj, New Delhi

Dated : 15 June, 2011

Post : Head, Sales Division

Starting Salary : ₹ 35,000/- per month

Joining date : 22 June, 2011

Signed by : Director, New Horizons Pvt. Ltd.

4. What is the difference between note-taking and keeping minutes of a meeting ? Write an extended note on the process of minute-taking and why it is necessary to keep minutes of a meeting. 10

5. Prepare a report on the Tech-expo which you visited recently. 15

Below are the notes that you may use for your report :

- 15 June, Pragati Maidan, New Delhi
  - Inauguration by Prime Minister
  - Attended by a host of national and international delegates
  - Display of new technologies from many countries
  - P-V, VI series attracted everybody
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