

**BACHELOR OF COMPUTER APPLICATIONS
(BCA) (Revised)**

Term-End Examination

December, 2018

01053

BCS-055 : BUSINESS COMMUNICATION

Time : 2 hours

Maximum Marks : 50

Note : Answer all questions. There are five questions in all.

1. Read the following passage and answer the questions given below it :

Already an estimated 50,000 people have tried bungee jumping in the UK alone – and not all of them are crazy !

Some describe it as a close encounter with death; others – the most thrilling experience they've ever had !

So what makes someone bungee jump and what goes through their mind when they're doing it ?

'Bungee jumping was something I always wanted to do. I saw it as a way of conquering my fear of heights – and that's exactly what it did,' explains experienced jumper Mark Debenham, aged 32.

'80% of people only ever jump once, to prove something to themselves, but many take it up as a sport and jump regularly.'

'Bungee jumping is an amazing experience which leaves your heart racing at up to 170 beats a minute.'

'I've done about 50 jumps, both in this country and abroad, and my highest was from 120 metres.'

'My first ever jump was extremely frightening. The next seven or eight jumps were still very scary but then after that it was pure excitement.'

'When you actually jump you seriously think you're going to die. It doesn't matter how many people you see jump before you, your mind tells you, you shouldn't be doing it.'

'It takes about four or five seconds before the rope snaps you back up again, giving you a momentary feeling of weightlessness. It's then you realise you've survived the jump and at that point most people let out a yell of relief.'

'I've done quite a few different styles of jumping. You can jump forwards, backwards, somersault or jump with someone else.'

'People think of bungee jumping as being dangerous, but in reality it's extremely safe, and injuries are rare.'

'I have a lot of confidence in the equipment and I just enjoy jumping.'

You have to be over 14 years of age. If you're 50 or more you need to have a medical certificate. There are also various other medical conditions which prevent you from doing a jump. A qualified instructor can guide you on these.

It is important that you only jump with a licensed club which is fully insured.

- (a) Answer the following questions :
- (i) What are the different reactions of people who have tried bungee jumping ? 2
 - (ii) Why do people bungee jump ? Give two reasons from the passage. 2
 - (iii) If people jump once, do they usually try it again ? Give instance(s) from the passage. 2
 - (iv) Describe the feeling of a person before the jump. 2
 - (v) How does the person feel just after the jump ? 2
- (b) Make a sentence with each of the following words taken from the passage. You may change the form if required. 5
- (i) extremely
 - (ii) encounter
 - (iii) scary
 - (iv) yell
 - (v) momentary

(c) Find words from the passage which mean the opposite of the following words :

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- (i) normal
- (ii) mundane
- (iii) rarely
- (iv) lowest
- (v) safe

2. Fill in the blanks with suitable forms of the verbs given in the box.

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read	have	
do	leave	bring

- (a) Every time uncle Rohit comes to see us, he _____ us a present.
- (b) Haven't you finished the book yet ? You _____ it for ages.
- (c) He can't answer his phone now, he _____ his 'keep-fit' exercises.
- (d) It began to get very cold. Unfortunately, we _____ our coats at home.
- (e) I love this necklace, I've _____ it for nearly thirty years.

3. Change the following sentences from active voice to passive voice :

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- (a) They presented the winners with gold medals.
- (b) They're going to pierce my ears this afternoon.
- (c) Someone should have told us about the incident.
- (d) Your rooms have been booked for two days at the Mountain hotel.
- (e) You will be received at the railway station by the hotel taxi.

4. Write short notes on any *two* of the following :

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- (a) Building workplace relationships through small talk
- (b) Preparing to face an interview
- (c) E-mail etiquette
- (d) Planning a business event

5. Write a profile of yourself. Use the following points. You may add some more. The profile must be in about 200 words.

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- **Current job**
- **Responsibilities you are required to undertake**
- **Skills required to fulfill these responsibilities**
- **Brief outline of previous job and skills developed during that period**
- **Educational qualifications**
- **Career path you would like to chart out**

You may write in any order you like.
