

MCA (Revised) / BCA (Revised)

Term-End Examination

June, 2017

08622

MCS-015 : COMMUNICATION SKILLS

Time : 2 hours

Maximum Marks : 50

Note : Answer all questions.

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

Life is an examination in itself and education is the manifestation of the best in human beings: the key factor for an all-round personality development. Given this spirit, the effect of examinations cannot be overemphasised. Examinations determine not only what students learn but also how they learn. It is important to recognise that this system of evaluation serves to establish a baseline by which improvement is measured. The examination content helps students acquire not only factually important knowledge but also the attributes of true education; eagerness to learn, adaptability to change and the ability to think critically and communicate clearly. Each year we are inundated by millions of students who must cope with ever-increasing amounts of theoretical

knowledge as new topics and details emerge. The challenge is to improve the existing system so that it assesses more accurately, advanced skills students need in an increasingly competitive world. Many of our national leaders, past and present, have been passionately committed to the cause of education. They have pioneered mass education and literacy movements and extensive higher learning. But other countries are able to achieve higher academic levels and goals, so why can't we ? The reason is simple: pressure and obstacles upset people. There is a nervous hurry when the examination dates draw near. Predicted examination content is studied which leads to a diminished learning pattern. We make the examination the end of education and not an accessory in its acquisition.

- (a) What does education reveal in human beings ? 2
- (b) What do examinations determine ? 1
- (c) How is improvement measured through examinations ? 1
- (d) What are the features of 'true education' ? 2
- (e) What are the challenges facing the examination system ? 2
- (f) Give antonyms of the following words used in the passage : 2
life, higher, simple, near

2. Do as directed.

5×1=5

- (a) They are repairing the roads.
(Rewrite in the passive voice)
- (b) Mr. Anand owns a house in the NCR region. He built it in 1989.
(Combine the two sentences)
- (c) A good teacher _____ (should not/might not) ignore any pupil in his/her class.
- (d) Shakespeare is one of the best poets of English literature. (Correct the sentence)
- (e) Many Indian citizens find it difficult to make _____ ends meet.
(Choose the correct word : both/all)

3. Rewrite the following sentences removing the error, if any :

5×1=5

- (a) When not used, all spare equipments should be put away.
- (b) You can expect a flood in November in Southern India.
- (c) There is a mail for you at the office.
- (d) Avantika sits besides me in class while Sita sits behind me.
- (e) She has just went to the meeting at the Municipal hall.

4. Prepare your Curriculum Vitae (CV) along with a covering (forwarding) letter in response to the advertisement given below : 10

Position : Team Leader (Software department,
Tata Infotech)

Qualification : Bachelor in Business
Administration/BCA with
Industry knowledge

Experience : 3 years (minimum) in a registered
company

Job profile : Leading a team of 10 – 15 people in
the concerned department

Salary : As per market standards

5. Prepare a report of the Industrial trade fair that you recently visited with particular focus on the software companies and their participation. Write down the benefits that accrue from such visits. 10
6. Write a brief note on the style and language employed in writing the minutes of meetings. 10
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