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**MCS-015**

**M. C. A. (REVISED)/B. C. A. (REVISED)**

**Term-End Examination**

**December, 2021**

**MCS-015 : COMMUNICATION SKILLS**

*Time : 2 Hours*

*Maximum Marks : 50*

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**Note :** Attempt all questions.

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

The average smartphone user checks her/his device 47 times a day. About 80% of smartphone users check their phones within one hour of their walking or going to sleep, 35% of which do so within five minutes in the given

period. Around 70% of Internet use by people in the workplace has nothing to do with their jobs.

These statistics clearly-prove our increasing addiction to the Internet and our smartphones as also our need for remedial action. It is easy to pin the blame on technology; 'it has spoilt us'.

But the fact is technology is neutral, it does not tell us how to wisely or unwisely use or misuse it. Our focus should be on using technology to improve our well-being For instance, one can use 'Nightshift', an app for improving sleep, or one can use smart tools such as 'Do Not Disturb' feature which enables blocking of calls and notifications for a set period in a day. Other than using technology one can also exercise self-control and self-discipline to regulate the usage time of their cellphones.

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Initially, cellphones helped to add more value and ease to our real practical worldly life. Very soon, however, things changed drastically. Social media became a pair of rose tinted glasses. It was used to show off instead of reflecting reality. You know things are not OK with you but you are deceptively led to believe that everyone else is having a great time and you are the only unfortunate one facing misfortunes.

Under the circumstances, only you can decide when to use or not to use the phone. Let it not dominate and regulate your life. Even when you get bored don't surrender. Think of an alternative. You can end up being creative. Life has endless possibilities. There is no such thing as one remedy suits all. Each individual is

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unique and so should be her/his remedial action, least of which, is dependence on the cell phone.

- (i) How often do most of the people use the cell phone ? 2
- (ii) Does the writer appreciate the frequent use of cell phone ? give reasons for your answer. 2
- (iii) In the context of the passage explain the sentence, "very soon things changed drastically." 2
- (iv) What does the pronoun 'it' refer to in the sentence 'Let it not dominate and regulate your life' ? 2
- (v) Complete the sentence : 2
- To overcome boredom, one of the alternatives suggested by the writer, to the use of cell phone is .....

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2. Do as directed :

10×1=10

(i) The announced the arrival of the train over the loudspeaker.

(Rewrite in the passive voice)

(ii) He was allowed ten minutes to get ready.

(Rewrite in the active voice)

(iii) She has completed her graduation, ..... ? (Supply a suitable question tag)

(iv) Do you think that is a good firm to invest ..... ?

(Insert an appropriate preposition)

(v) This is the best of the two books.

(Rewrite the sentence correctly)

(vi) There was no one to listen to her appeal.

(Change into an interrogative sentence)

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(vii) My brother ..... (use to, used to) participate in many games when he was young.

(Fill in the blanks choosing the correct word from the brackets)

(viii) If I ..... (was, were) the Finance Minister I would abolish all taxes.

(Fill in the blanks choosing the correct word from the brackets)

(ix) He had already ..... (speak) for an hour and he ..... (go) on for another whole one.

[Fill in the blanks with the correct tense of the verbs given in brackets]

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3. In response to an advertisement for the post of a marketing manager in a well known company, write a letter of application for the same. Also write a suitable curriculum vitae. 10
4. As a secretary of the English Study Circle write an e-mail to all the members informing them about the date, time and venue of the annual general body meeting. 10
5. You want to seek an appointment with the personnel manager of a business house. Develop a telephone conversation with his/her secretary. Take about 10 hours. 10