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**BCS-055**

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

**Term-End Examination**

**December, 2023**

**BCS-055 : BUSINESS COMMUNICATION**

*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 below it :

But whatever you do, try not to be focused only in your area. There's nothing more dreary than just doing only what you are supposed to do. Our entrance exams have a tendency to turn us into educated hacks, with a laser-like attention on the multiple-choice hustle that will serve us best. But life is not an exam, not yet, at any rate. Try to expand you interests. Read some fiction, even if it's boring. Play a musical instrument, or learn a new sport or paint. Or

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even read widely beyond your subject. Yes, read, not watch. Your Instagram algorithms have convinced most people that images and videos are the best way to impart information. They are not. They will fill your brain without fulfilling it. A good book of fiction or non-fiction will exercise your imagination and make you more interesting. Watch Netflix when you are exhausted but do not exhaust Netflix.

Try not to take your life seriously. The world is full of serious men and women. Avoid them. They will tell you to work hard, take your responsibilities seriously and improve your grades. Avoid listening to them. Asking someone to work hard has never made that person work hard. Grades are important but I know far too many people who have had low to middling grades and have made a name for themselves in the world outside to believe in grade heaven. What's terribly important is to figure out what you love to do. It will take some time for you to get to know yourself better. A

good university will help you understand and work towards the best version of yourself. At the same time, remember that no one gets to do what they love all the time. Tedium is part of life. Follow the 80/20 rule. If you are happy doing whatever it is you are doing 80% of the time, you are in good shape.

Don't let your mistakes hamper you; learn from them and move on. Trust me, you are young and therefore prone to enthusiasm and foolishness, often at the same time. You will do silly things, fall in with the wrong crowd, ignore the people who might want to help you, hesitate when you need to grab opportunities. As long as you are being honest with yourself, mistakes are something you can learn to live with, and if you are lucky, you can even learn from them.

Never miss any class trips, particularly if they are termed as educational. No educational trip in India is ever only about the education. Class trips will help you view your friends in a different light, away from their personas in the

classroom. Some lasting friendships have been made on class trips, as have lasting romances, but this is something you probably know already.

Speaking of friends, make sure you keep your friends close, and spend hours with them aimlessly. I am not being sarcastic here. University is the only time in your life when you can spend hours with your mates without a worry in the world. When I go to the canteen at my University, I am nostalgic about the endless cups of coffee I drank there while conversing with my friends on matters that were most certainly pointless. I am at the same university now as its registrar. When I visit the same canteen, my attention is elsewhere. I want to sit down and talk to people but I am distracted. The coffee is still weak but instead of drinking bucketloads of it, I am thinking of talking to the vendor about it. Just hanging around with friends and shooting the breeze appears to be an episode from another lifetime. I envy you.

- (a) Answer the following questions :
- (i) What are the *four* things that the writer wants the students to do besides merely studying college ? Why ? 2
  - (ii) The writer is not very approving of social media and Netflix. What is his reason for opposing these ? 2
  - (iii) Does the writer think that grades are crucial in a student's life ? Why/ Why not ? 2
  - (iv) Discuss the role of mistakes in the life of young people, according to the writer. 2
  - (v) Why does the writer envy the students at this point of his life ? 2
- (b) Find words from the passage which mean the same as the following words/ phrases :
- 5
- (i) boring (para 1)
  - (ii) monotony (para 2)

- (iii) hinder (para 3)
- (iv) Thinking fondly of a past time (para 5)
- (v) Unable to give full attention because thinking of something else (para 5)

(c) Make sentences of your own with the following words/phrases : 5

- (i) exhausted
- (ii) figure out
- (iii) prone to enthusiasm
- (iv) aimlessly
- (v) conversing

2. (a) Change the following sentences into the passive voice : 5

- (i) Rohit may win the prize.
- (ii) The doctor was examining the patient.
- (iii) They have built a new bridge over the river.
- (iv) A team of experts is preparing the report.
- (v) His mother gave him a new pen.

(b) Fill in the blanks with the appropriate form of the verb : 5

(i) Anita is so lazy that she ..... up before eight o' clock. (never get)

(ii) Radha .....German these days. (learn)

(iii) The company ..... a lot of project this year. (make)

(iv) The dog ..... since morning. (bark)

(v) It ..... heavily yesterday. (rain)

3. Write a composition in about **250** words on any **one** of the following : 10

(i) Automobiles are posing a serious threat to life in big cities.

(ii) Education is much more than passing exams well.

(iii) Social media has made the human race lonelier than before

(iv) Your dream job

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

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- (i) The importance of small talk
- (ii) Getting ready for the job market
- (iii) Difference between oral and written communication
- (iv) Feasibility reports