

J.M.PATEL ARTS, COMMERCE & SCIENCE COLLEGE, BHANDARA TEST
EXAMINATION – Summer -2020
Bachelor of Commerce (Computer Application)
(B.C.C.A.) Semester-II
ENGLISH

(Time:3 Hours)

Max.Marks 80

Note :— All questions are compulsory

Q1. Read the following passage carefully and answer the questions that follows:

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There are houses all over the world. Some houses are large. Some are small. Some are made of wood. Some are made of rock. Some are made of mud. Some are made of cloth. In cold places, some houses are made of ice – frozen water! People usually build their houses with something that is easy to find. For example, there are many trees in the forest. So people who live there might build a house made of logs. Some houses have one room. Some houses have many rooms. There is usually a bedroom for sleeping. There is often a kitchen for cooking. There is usually a bathroom. There is often a living room for sitting and talking. Some houses have basements. The basement is under the main part of the house. Some houses have attics. The attic is above the main part of the house. Most houses have a door so people can enter and exit the house. Most houses have windows so the people can look outside. Windows also let air into the house from outdoors. Some houses are fancy. They are painted bright colours and are very decorative. Some houses not fancy — they are plain and simple. Houses look very different in different parts of the world. But, people who live in a house probably all agree that there is no place like home!

- 1) Why are many forest houses made of logs?
- 2) Why do houses have bedrooms?
- 3) Where is the basement of a house?
- 4) Houses have door so that...
- 5) Houses have windows to...

**Q2. (i) Fill in the blanks with appropriate words
(any 5).**

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1. She has to go to Mumbai next _____. (weak/week)
2. I asked the doctor for his _____. (advice/advise)
3. His suggestion had a good _____ on me. (affect/effect)
4. Malvika is writing a _____. (dairy/diary)
5. The tent is made of _____. (canvas/canvass)
6. Bank have _____ his property. (ceased/seized)
7. I asked my students to _____ their hands. (rise/raise)

(ii) Punctuate the following sentences :

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- (1) vikas where have you been
- (2) mr sawant who lives opposite is fifty
- (3) be quiet please
- (4) what a lovely flower he exclaimed
- (5) hes going to the office isnt he

Q3 . (a) You are going to start a computer institute in your locality. You require 50 units of desktops along with essential accessories to be installed in the institute. Invite quotations from the authorised dealer of Lenovo Company in Indore Division for the purpose.

OR

(b) You are the Credit Manager of Central Book-Stall, Nagpur. Write a letter to Asian Books, Nagpur, informing them about the grant of 30 days credit subject to a maximum limit of 2 lakh rupees.

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Q4. (a) You have a current account in Canara Bank and you are in need of overdraft facility from the bank. Write an application to the Manager of the concerned branch of Canara Bank to grant you overdraft facility.

OR

Being a cloth merchant you maintain a current account in State Bank of India and you are urgently in need of overdraft facility. Write an application to the Manager of the concerned branch of Bank for granting you overdraft facility.

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Q.5 (A) Answer the following question in about 150 words : (Any 1)

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1. What are the essentials of effective communication ? Discuss.
2. Explain in detail the characteristics and scope of communication.
3. Discuss different types of communications.

(B) Answer of the following questions in about 75 words each : (any 2)

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1. What are the elements of communication ? Discuss in brief.
2. Why is feedback necessary in communication process?
3. State the importance of gestural communication.
4. How would you overcome the barriers of communication ?
5. State the precautions that should be taken to ensure smooth and effective communication.

Q 6. Answer the following questions in about 75 words each: (Any 4)

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1. Describe the astrologer's meeting with Guru Nayak.
2. Why did Jim stare blankly at Della ?
3. What was the topic of discussion at the party?
4. What were the different views on capital punishment ?
5. How does the poet convey the message of hope and courage through the poem "Say Not the Struggle Naught Availeth" ?
6. What are the commonalities James Kirkup highlights to prove that all human being are one?
7. According to Kirkup, what happens when wars break out?