

Exam. Code : 107202

Subject Code : 2046

B.C.A. Semester—II

COMMUNICATION SKILLS IN ENGLISH—II

Paper—IV

Time Allowed—3 Hours]

[Maximum Marks—35

Note :— All the questions are compulsory. Each question carries 5 marks.

- I. What are the essentials of effective telephonic conversation ?
- II. Write a note on the importance and technique of note-taking.
- III. You are Ritesh. You visit a tailor to get a shirt stitched. Draft a conversation in dialogue form between you and the tailor.
- IV. You have been invited to act as a judge for a declamation contest to be organised by the English Literary Society of a College. Express your refusal in a suitable way.
- V. Do you think robots can replace human beings in the times to come ? Express your views on the role of robots in human life.

VI. Write the following words in IPA symbols :

- | | |
|------------|-----------------|
| (a) Room | (b) School |
| (c) Fear | (d) Consent (v) |
| (e) Joy | (f) Present (n) |
| (g) Choose | (h) Bird |
| (i) Heart | (j) Blue. |

VII. Mark the stress on the following words :

- | | |
|-------------|---------------|
| (a) Remove | (b) Fifteen |
| (c) Become | (d) Walkout |
| (e) Station | (f) Delay |
| (g) Policy | (h) Around |
| (i) Teacher | (j) Politics. |