

Exam. Code : 110101

Subject Code : 2671

Bachelor of Vocation (Banking & Financial Services)

1st Semester

COMMUNICATION SKILLS IN ENGLISH-I

Paper—BVC-102

Time Allowed—3 Hours]

[Maximum Marks—50

Note :— Attempt **FIVE** questions, selecting at least **one** question from each Section. The **fifth** question may be attempted from any Section. Each question carries **10** marks.

SECTION—A

1. Explain the role of Reading Skills in communication. 10
2. Explain the various kinds of Reading purposes. 10

SECTION—B

3. Read the passage carefully and answer the questions that follow :

To make our life a meaningful one, we need to mind our thoughts, for our thoughts are the foundation, the inspiration, and the motivating power of our deeds. We create our entire world by the way we think. Thoughts are the causes and the conditions are the effects. Our circumstances and conditions are not dictated by the world outside; it is the world inside us that creates the outside. Self-awareness comes from the mind, which means soul. Mind is the sum total of the states of consciousness grouped under thought, will and feeling. Besides self-consciousness we have the power to choose and think. Krishna says : "No

man resteth a moment inactive." Even when inactive on the bodily plane, we are all the time acting on the thought plane. Therefore, if we observe ourselves, we can easily mould our thoughts. If our thoughts are pure and noble, naturally actions follow the same. If our thoughts are filled with jealousy, hatred and greed our actions will be the same. Trying to keep a thought from our mind can produce the very state we are trying to avoid. We can alter our environment to create the mood. When, for instance, we are depressed, if we sit by ourselves trying to think cheerful thoughts, we often do not succeed. But if we mix with people who are cheerful we can bring about the change in our mood and thoughts. Every thought we think, every act we perform, creates in us an impression, like everything else, is subject to cyclic law and becomes repetitive in our mind. So, we alone have the choice to create our thoughts and develop the kind of impressions that make our action more positive.

Questions :

- (a) How can we make our life meaningful ?
- (b) According to the passage what is mind ?
- (c) Why does Krishna say, "No man resteth a moment inactive" ?
- (d) How can one change the mood when depressed ?
- (e) How can the one make the actions positive ?

2×5=10

4. Read the passage and answer the multiple choice questions that follow :

As the rulers of the planet, humans like to think that it is the largest creatures who will emerge victorious from the struggle for survival. However, nature teaches us the

opposite, it is often the smallest species which are the toughest and most adaptable. A perfect example is the hummingbird, which is found in the Americas. One species of hummingbird known as the bee hummingbird ranks as the world's smallest and lightest bird and is barely visible when it is in flight.

Hummingbirds are the only birds that can fly backwards. They feed mainly on the nectar of flowers, a liquid that is rich in energy. Nectar is an ideal food source, for hummingbirds need an incredible amount of energy to sustain their body metabolism. A hummingbird's wings flap at a rate of about 80 times per second and its tiny heart beats more than 1000 times per minute. That is why they must consume relatively large quantities of food. In the course of a day, a hummingbird consumes about half its body weight in nectar.

Tick (✓) the appropriate choice :

- (1) Nature has made man realise the fact that :
 - (a) Only large creatures emerge victorious from the struggle for survival
 - (b) The smallest creatures are the toughest and most adaptable
 - (c) Humans who rule the planet are the most powerful beings on Earth
 - (d) The largest creatures are only tough and strong
- (2) Which of the following statement about the bee hummingbird is true :
 - (a) It is visible when it flies
 - (b) It escapes the sight when it is in flight
 - (c) It cannot fly
 - (d) It can fly only during rain

- (3) Hummingbirds need lot of energy in order to :
- Maintain their body metabolism
 - Flap their wings
 - Win from large creatures
 - Sustain the wind
- (4) The hummingbirds are exclusive in the sense that :
- They live by eating insects
 - They consume small amount of food
 - Their pulse rate is more than 1000 per minute
 - They cannot fly
- (5) The word 'incredible' in the passage means :
- Amazing
 - Poor
 - Not to be trusted
 - Very less

2×5=10

SECTION—C

5. Write a letter to your elder brother describing the Talent Hunt event organised in your college. 10
6. What are the guidelines for writing effective business letter ? 10

SECTION—D

7. Write a memo warning an employee of the factory against his habit of remaining absent from duty without any information. You are Supervisor of the factory. 10
8. Write the format of Resume. 10