

**MCA (Revised) / BCA (Revised)**

**Term-End Examination**

**June, 2019**

09952

**MCS-015 : COMMUNICATION SKILLS**

*Time : 2 hours*

*Maximum Marks : 50*

**Note :** *There are five questions. Answer all questions.*

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1. Read the passage given below and answer the questions that follow :

Working overseas is always a challenge for any professional and if you are an Indian, always strive to give your best as Indians have always been considered intelligent, hardworking, talented and spiritual. Indians have always excelled in a competitive working environment and working overseas was something many Indians desired but few achieved till the information technology boom opened several white-collar job opportunities for them in global markets. However, while securing employment abroad may be an achievement, but retaining it

is quite a challenge as a professional requires constant demonstration of professionalism and exacting standards of competence. Then, there is this challenge of working in an alien environment coupled with numerous other variables like culture, people, work ethics, local regulations, etc. that one is expected to cope with to be successful on the job : Change, thus, becomes inevitable as one moves into a new work environment and the best way to tackle change is to be prepared for it and adapt to it rapidly.

- (i) How have white-collar job opportunities been opened for Indians in the global markets ? 2
- (ii) Do you think retaining a job overseas is more difficult than getting one ? Give reasons for your answer. 2
- (iii) Find words in the passage which have the same meaning as the phrases/words given below : 2  
strange, certain to happen
- (iv) Find words in the passage which are opposite in meaning to the words given below : 2  
material, lazy
- (v) Give a suitable title to the passage 2

2. Do as directed :

10×1=10

- (i) She told that she wanted to become a teacher. (Rewrite correctly)
- (ii) You \_\_\_\_\_ (need not/must not) drive in the middle of the road. (Fill in the blank with the correct option from the brackets)
- (iii) "Could you lend me your pen for a while, Ravi ?" said Rajni. (Rewrite in indirect speech)
- (iv) I am having five dogs in my house. (Rewrite correctly)
- (v) He wrote two novels in one month. (Rewrite in the passive voice)
- (vi) One of my brothers \_\_\_\_\_ a doctor. (Fill in the blanks with a suitable word)
- (vii) He reached the airport. The flight had already left. (Combine the two sentences)
- (viii) She is married, \_\_\_\_\_ ? (Supply a suitable tag)
- (ix) He is so weak that he can't run fast. (Rewrite using 'too')
- (x) All the clothes were washed and ironed by my mother. (Rewrite in the active voice)

3. You have taken a housing loan from a nationalized bank and you have been paying the interest at the rate prevailing at the time of borrowing. Post demonetization, write a letter to the Bank Manager to reduce the interest rate on your balance amount, in view of the announcement made in the Union Budget. 10
  
  4. As the secretary of a students union, write the minutes of a meeting of the office bearers, held in connection with the annual function to be organized shortly. 10
  
  5. As a sales executive of a publishing house, write a conversation with a client who wants to place a bulk order for text-books for a chain of schools. (Ten turns in all). 10
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