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## **MCS-403/DCA-103**

### **Technical English and Business Communication**

P.G.Diploma in Computer Application (PGDCA-20/DCA)

1<sup>ST</sup> Semester, Examination June 2022

**Time : 2 Hours**

**Max. Marks:80**

Note : This paper is of eighty (80) marks divided into two (02) Sections A and B. Attempt the questions contained in these sections according to the detailed instructions given therein.

#### Section-A

(Long Answer-type questions)

Note: Section 'A' contains Five (05) long-answer-type questions of Twenty (20) marks each. Learners are required to answer any two (02) questions only.

(2 x 20=40)

**Q.1. (a) Fill in the blanks choosing suitable verbs from the brackets: (12)**

- (i) The cost of these articles ..... gone down.  
(has/have)
- (ii) The jury ..... divided in their opinion. (was/were)
- (iii) That night each one of the flight's crew members  
..... down with a fever. (was/were)

P.T.O.

- (iv) There ..... many objections to their plan. (is/are)
- (v) Neither her sister nor her brother ..... alive.  
(is/are)
- (vi) No news ..... stale news. (is/are)
- (vii) The accountant and the cashier ..... absconding.  
(was/were)
- (viii) The former Chief Minister who was a good politician and a good man ..... passed away.  
(has/have)
- (ix) Each of the suspected men ..... arrested.  
(was/were)
- (x) Five lacs rupees ..... too big an amount. (is/are)
- (xi) The goat as well as the horse ..... grass. (eat/eats)
- (xii) Bread and butter ..... his only food. (is/are)

**and**

- (b) Fill in the blanks using suitable articles wherever required : (8)**

- (i) This is ..... most beautiful sculpture that I have ever seen.
- (ii) ..... angel appeared in my dream and showered good luck and prosperity on me.

P.T.O.

- (iii) Lila is the ..... tallest girl of the class.
- (iv) Rekha has completed her M.Tech from .....  
United Kingdom.
- (v) ..... Earth is the only planet where life survives.
- (vi) Amit is going to ..... Europe on a business trip.
- (vii) I saw ..... one eyed man on the street.
- (viii) I want to be ..... IAS officer.

Q.2 (a) Write a paragraph on the topic "All that glitters is not gold." (10)

**and**

(b) Write a note for your college bulletin board informing students that your college is organizing an inter college debate competition. Furnish all the essential details for the event in the note. (10)

Q.3 (a) Complete the following sentences in the Past Perfect Continuous Tense. (06)

- (i) We ..... (discuss) for over an hour before the secretary arrived.
- (ii) She ..... (work) at that company for three years when it went out of business.
- (iii) How long ..... you ..... (wait) to get on the bus?

P.T.O.

- (iv) She want to take rest because she ..... (stand) all day at work.
- (v) He ..... (conduct) workshops and seminars at the University for more than a year before he left for his own consultancy firm.
- (vi) Simran ..... not ..... (learn) French at all.

**and**

- (b) Write a note on the Simple Present Tense. (06)

**and**

- (c) You are Kanishk of 10, Rajaji Nagar, Pune. You want a Physics teacher for your daughter who is class 10 student. Draft a suitable advertisement stating your requirements. (08)

- Q.4
- (a) What are the points that one needs to keep in mind while making a group discussion. (10)
  - (b) Write an application to the principal of your college requesting him/her to grant you leave as you have to attend the marriage ceremony of your cousin. (10)

- Q.5 What is a Sentence? Discuss the various kinds of sentences. (20)

P.T.O.

## Section-B

(Short Answer-type questions)

Note: Section 'B' contains Eight (08) short-answer-type questions of Ten (10) marks each. Learners are required to answer any four (04) questions only.

(4 x 10=40)

Q.1 Change the following sentences as directed :

- (i) The policeman caught the thief who was trying to break through the prison. (Active to Passive Voice).
- (ii) All love him. (Active to Passive Voice)
- (iii) All elected David the captain of the cricket team. (Active to Passive Voice)
- (iv) The mother will look after the baby. (Active to Passive Voice)
- (v) By whom was the work completed? (Passive to Active Voice)
- (vi) My pocket has been picked. (Passive to Active voice)
- (vii) Ram is treated well by Shyam. (Passive to Active Voice)
- (viii) When will the book be returned? (Passive to Active Voice)
- (ix) Tina's mother saw her playing at her friend's house. (Active to Passive)

P.T.O.

- (x) By whom was the book stolen? (Passive to Active)

Q.2 Fill in the correct prepositions in the blank below:

- (i) The College exhibition was held ..... Sunday.  
(ii) We sat down for lunch ..... the riverside.  
(iii) The bat just flew ..... my head.  
(iv) My family built this house nine years .....  
(v) I was sitting ..... my parents.  
(vi) The bat rolled ..... the stairs.  
(vii) India became a republic ..... 1950  
(viii) Ranbir kicked the ball ..... the ground.  
(ix) The boat took us ..... the river.  
(x) I kept all the apples ..... the fridge.

Q.3 Write a letter to your friend inviting him/her to your birthday party.

Q.4 Put suitable tag questions to complete the following phrases:

- (i) Snow is white, .....?  
(ii) You don't like me ..... ?  
(iii) You are coming, .....?  
(iv) We have finished, .....?  
(v) You do like coffee, .....?  
(vi) You like apples, .....?  
(vii) They will help, ..... ?

P.T.O.

- (viii) I can come, .....?
- (ix) We must go, .....?
- (x) John was there, .....?
- Q.5 Give antonyms of the following words:  
Aloof, ascend, dependent, enmity, internal, knowledge,  
minority, plentiful, benevolent, pure.
- Q.6 Giving suitable examples, write a note on the Present  
Tense.
- Q.7 What are exclamatory sentences? Give examples.
- Q.8 Fill in the blanks with suitable conjunctions:
- (i) Come inside ..... shut the door.
- (ii) I am feeling very sleepy today ..... I did not  
sleep a wink last night.
- (iii) The manager did not reply my email, ..... did he  
call me up on my phone.
- (iv) Rekha was hungry ..... she could not eat as she  
was fasting.
- (v) My father loves to watch hockey ..... tennis.
- (vi) I wanted to go on a long drive..... it was raining.
- (vii) You can travel by train ..... by bus.
- (viii) Naveen does not like tennis ..... he likes to swim.
- (ix) I have a Labrador ..... a Beagle as pets.
- (x) You may choose either a book ..... a pen from  
the bag.

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