(20519)   Roll No. ....

Total Questions : 9]   [Printed Pages : 3

NP–3588

B.Sc. (Com. Sc.) IInd Semester Examination, May-2019

ENGLISH LANGUAGE AND PROF. COMMUNICATION

(BCS–201)

Time : 3 Hrs.]   [M.M. : 35

Note :– Attempt all the Sections as per instructions.

Section–A

Note :– This question is compulsory. Each part of question carries 1 marks.

1. (i)   What is the meaning of bio-data ?

    (ii)   Mention barriers of listening.

    (iii) Define "allophones".

NA–369   (1)   Turn Over

(iv)   Explain difference between 'quotation' and 'order'.

(v)   Give phonetic transcription of the following words :

    (a)   Combat

    (b)   Abrupt

Section–B

Note :– Attempt any *two* questions out of the following three questions. Each question carries 4½ marks. Your answer should not exceeding **200** words.

2. Write a short note on effective methods of note-taking.

3. What are the essential requirements for writing a job application ? https://www.ccsustudy.com

4. Draft a complaint latter to the manufacturer regarding defective supply of goods to your company, demanding compensation for the loss caused to your company.

Section–C

Note :– Attempt any *three* questions out of the following five questions. Each question carries 7 marks. Answer is required in detail.

NA–369   (2)

5. Write in your own words the plot construction of the story. 'THE GIFT OF MAGI'.

6. Write a note on Ruskin bond's chapter prescribed in your course.

7. Place an order to a computer manufacturing company for the supply of twenty computers for your college laboratory against their quotations, already submitted earlier, to be supplied within a month.

8. Draft your resume for the job of a computer engineer, mentioning your qualifications and experience with expected salary. (Do not forget to mention the important titles for making your resume effective.

9. Write an application for the job of lecturer in computer science department of a college, mentioning all plus points of your personality.

NA–369

(3)