Graduate Degree Programme

Lukrd mikf/k dk;ZØe

B.A..(II YEAR) English /B.C.A.(I YEAR)

बी-,- ¼ द्वितीय वर्ष ½/बी.सी.ए. (प्रथम वर्ष)

Home Assignment for Internal Evaluation

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QEG

Compulsory Paper

Department of English

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Submit 45 days before your Term-end examination

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Session/l= % 2014&2015

Vardhaman Mahaveer Open University

Rawatbhata Road, Kota (Raj.)

B.A.English Programme (II year)/ B.C.A (I YEAR)

Scholar number. -----------------------------------Ss Name of the Student: ------------------------------------

Father’s name : -----------------------------------

Address : ------------------------------------

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- ------------------------------------

Name of programme: ------------------------------------

Code of Programme: -------------------------------------

Name of study centre: -------------------- Name of regional centre: --------------------

**B.C.A. EXAMINATION PART-I (2014-15)**

**QEG**

**Compulsory Paper**

**Max Marks: 30**

**Note: The Question paper is divided into three sections A, B, and C. Write Answer as per the given instruction.**

**Section-A**

**(Very Short Answer Type Questions)**

**Note: Answer all questions. As per the nature of the question you delimit your answer in one word, one sentence or maximum up to 30 words. Each question carries 1 mark. 6x1=06**

1. Identify the basic sentence pattern of the following sentences.
2. She sings well.
3. They named the child Raju.
4. Use correct prepositions:
5. Who are you talking \_\_\_\_\_\_?
6. I have no house to live \_\_\_\_\_\_\_.
7. Make one sentence each using the following modals:
8. Need not
9. Ought to
10. Choose the correct options:
11. Every clerk and assistant was/were in the meeting.
12. The military has/have a very strict discipline.
13. Make sentences to show the difference between the meanings of these similar words.
14. Accept
15. except
16. Use simple past or present perfect tense:

When I \_\_\_to France, I \_\_\_\_some renowned artists. (Go, Meet)

**Section-B**

**(Short Answer Questions)**

**Note: Answer any 4 questions. Each answer should not exceed 100 words. Each question carries 3 marks. 4x3=12**

1. Explain the use of simple present and present continuous tenses.
2. Draw, label and mention the positions of various speech organs.
3. Explain free and bound morphemes.
4. Describe some of the features of modals.
5. Explain with examples:
6. Transitive verb
7. Intransitive verb
8. Verbs of incomplete predication

**Section ‘C’**

**(Long Answer Questions)**

**Note: Answer any two questions. You have to delimit your each answer**

**maximum up to 400 words. Each question carries 06 marks.**

1. Discuss methods to express future in English.
2. Write a précis of the following passage giving suitable title.

Gandhi believed in primal innocence of the tribal and associated them with their oneness with nature. Ambedkar was of the view that the village scenario envisaged by Gandhi only promoted backwardness and ignorance. He believed that all backward societies should aspire to be industrialized societies. Industrialization and consequent urbanization, he said, are the antidotes to untouchability in India. It’s only, because untouchability was far less rampant in urban India, then, when rural India owing to progressive social structures promoted by urbanization.

Against this backdrop it is pertinent to ask why, whenever there is talk about the price which nevertheless must be paid for development, this price must always be paid by the disadvantaged and the benefits enjoyed by an influential few. In fact notions like progress, development, backwardness are very slippery and the words cannot connote the same thing for everybody. With this is aligned the vexed question of “what constitutes human progress?” what are the costs? Is there space for compromise? As more and more land around us gets denuded of its green cover to meet the demands of a billion Indians, where do we draw the line?

14. Enumerate and discuss the tips for writing good and effective summary.

15. Write a letter to your sister advising her to read newspapers.

Graduate Degree Programme

Lukrd mikf/k dk;ZØe

B.C.A. Programme

बी- lh ,- dk;ZØe

Home Assignment for Internal Evaluation

vkrafjd ewY;kadu gsrq l=h; ¼x`g½ dk;Z



REW

Technical Report Writing in English

Submit 45 days before your Term-end examination

l=kad ijh{kk dh frfFk ls 45 fnu ekg iwoZ tek djok,a

Session/l= % 2014&2015

Vardhaman Mahaveer Open University

Rawatbhata Road, Kota (Raj.)

B.A.English Programme (II year)

Scholar number. -----------------------------------Ss Name of the Student: ------------------------------------

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Name of study centre: -------------------- Name of regional centre: --------------------

**REW (B.C.A.) Examination-2014-15**

**Compulsory Paper**

**Max Marks: 30**

**Note: The Question paper is divided into three sections A, B, and C. Write Answer as per the given instruction.**

**Section-A**

**(Very Short Answer Type Questions)**

**Note: Answer all questions. As per the nature of the question you delimit your answer in one word, one sentence or maximum up to 30 words. Each question carries 1 mark. 6x1=06**

1. What is Decoding?
2. How is eye contact important in communication?
3. What planning is important before an Interview?
4. What is the difference between Tone and Tempo?
5. What different methods and sources are used in report writing?
6. Name different types of business letters?

**Section-B**

**(Short Answer Questions)**

**Note: Answer any 4 questions. Each answer should not exceed 100 words. Each question carries 3 marks. 4x3=12**

1. How can you differentiate business letter from personal letter?
2. What are circulars and memorandum?
3. Discuss the techniques for tackling tricky questions in an interview?
4. What are modifiers?
5. Explain the structure of memo report.

**Section ‘C’**

**(Long Answer Questions)**

**Note: Answer any two questions. You have to delimit your each answer**

**maximum up to 400 words. Each question carries 06 marks.**

1. What are sales letters? How they different from placing orders’ letters?
2. Write a technical report for the computer firm you are working as an executive officer.
3. Write a note on different types of employment interview, describing clearly the purpose for which they are conducted?
4. What are the essentialities for good and effective communication?