

Paper code: 13501
1501
B.Sc. (Computer Science) (Part 1)
Examination, 2018
Paper No. 1.1
EFFECTIVE COMMUNICATION
Time: Three Hours] [Maximum Marks: 50

Note: Attempt any five questions. All questions carry equal marks.

1. Read the following passage carefully and answer the questions in your own words:

If we wish to see man, as I put it, full face, it is to literature that we must turn. There we see him talking aloud to himself, putting on paper the feelings that come to him so that in literature is recorded every thought, every vision, every fancy, every emotion that has ever passed through the human mind. Is there any better way of learning what men are? A life of human nature as literature can give. Of course, all literature does not give us a portrait of human excellence.

It shows us human nature but not necessarily or always human nature at its best. And just as in history one must distinguish between greatness and goodness and not be dazzled by the genius of a Napoleon or a Bismarck or a Hitler into ignoring the evil which they did, so in literature one must avoid a similar mistake. We must not allow the genius of a writer to blind us to what is unworthy or inadequate in his vision of life. For our use, which is to know the best in human nature, we must read the writers that reflect it. Fortunately, the greatest writers have also the best vision. <http://www.mjpruonline.com>

Questions:

- (i) What is the best source of the study of man?
 - (ii) Does all literature show human nature at its best?
 - (iii) Does the writer of the above passage think that Napoleon, Bismarck and Hitler were good as well as great?
 - (iv) What kind of writers should one study to know the best in human nature?
 - (v) Suggest a suitable title for the above passage.
2. Explain the important features of effective business letters.
3. What should be the layout of a business letter? Explain with examples.
4. Write an application for the job of an administration assistant.
5. Explain with illustration vowel sounds and consonant sounds.
6. (a) Give four examples of the addition of /partial / to the following diphthongs :
- /ei/ /ai/ /au/
- (b) How are these words pronounced in rapid speech and in slow speech? (Transcribe the words).

7. Use correct tenses in any ten of the following sentences :

- (i) She said that she already (see) the pyramids.
- (ii) He jumped up as if he (be stung).
- (iii) If he (eat) another cake, he will be sick.
- (iv) Yesterday he (buy) a new watch.
- (v) Leave me alone, I (work).
- (vi) Who (tell) you to come and see me?
- (vii) Fetch a doctor ! The poor man (die).
- (viii) An important meeting of the Governing Body (hold) tonight.
- (ix) During this century, scientists (invent) many things.
- (x) I (bring) you a cup of coffee.
- (xi) You (carry) out my orders.
- (xii) That silly girl always (make) stupid remarks.