

**BCA-115      Communicative English**

**Maximum Marks: 100**  
**Minimum Pass Marks: 35**  
**Time: 3 hours**

**External: 80**  
**Internal: 20**

**Note:** Examiner will be required to set ten Questions in all, two questions from each unit. A candidate will be required to answer five questions in all, selecting exactly one question from each unit. All questions will carry equal marks.

**UNIT- I**

One essay type question (with internal choice) from the prescribed text.  
Five short answer type questions (with internal choice) from the prescribed text.

**UNIT-II**

A comprehension passage from the prescribed text book (Reflection) with five questions at the end.  
Faxes, e-mails, and text messages composing. This question will carry three parts A, B, and C with questions on all the three above mentioned items.

**UNIT-III**

Grammar questions on the following items: (i) Articles (ii) Preposition (iii) Tenses (iv) Subject verb agreement (v) Voice (vi) Tag questions (vii) Reported speech (viii) Comparatives and superlatives  
A paragraph of about 150 words on any one of the given topics.

**UNIT-IV**

Official letters / applications (With internal choice)  
English in situations (for example: greetings, in the post office, catching a train, at a bank, making a telephone call, buying vegetables, at the hospital, on the bus etc.

**UNIT -V**

Right to Information Act, 2005 : Definition, Meaning, Nature and Scope of Right to Information, Obligations and functioning of PIO's(Public Information Officers), Information, which cannot be disclosed, Functioning of Appellate Authorities(State Information Commission(s) and Central Information Commission), Terms and conditions of appointment of members in State Information Commission(s) and Central Information Commission.

**TEXT BOOKS**

1. Reflections by I. P. Anand & Dr. R. K. Malhotra
2. Remedial English Grammar by F. T. Wood.

**RECOMMENDED BOOKS:**

1. Business Letter Writing by Jasmin S. and S. Bright, Universal, New Delhi.
2. English in Situations by R. O. Neil (OUP)