

INDIRA UNIVERSITY, PUNE

SCHOOL OF INFORMATION TECHNOLOGY- BCA

Term End Examination (2025 Pattern) April- May – 2026- Semester – II

Course Name: English Proficiency Skills- II
Course Code: 25BCA213T

Max. Marks: 25
Time: 1 Hr. 30 Minutes

Instructions

- **Instruction 1:** Attempt all the questions
- **Instruction 2:** Read all the questions carefully

Q1.	Attempt any 5 out of 7.	(5 Marks)	CO-1
	1.What is the main purpose of descriptive writing? a. To argue b. To inform c. To describe using details d. To give instructions 2. Which is NOT a feature of technical writing? a. Clarity b. Accuracy c. Conciseness d. Emotional language 3. Which of the following is NOT a functional writing form? a. Notice b. Memo c. Poem d. Email 4. Which part is included in a formal letter? a. Characters b. Plot c. Address d. Dialogue 5. SMART goals stand for: a. simple, meaningful, accurate, realistic, timely b. specific, measurable, achievable, relevant, time-bound c. strong, manageable, active, reliable, tough d. none of these		

	6. Which is an example of effective communication? a. using complex words unnecessarily b. speaking clearly and concisely c. ignoring feedback d. speaking loudly 7. A good leader should be: a. rigid b. arrogant c. supportive d. jealous	
Q2.	Attempt any 2 out of 4. (5 Marks) 1. Explain in brief how narrative writing is different from expository by giving suitable example. 2. Explain the main components of a resume? 3. Summarize the qualities of a good leader? 4. Explain the common barriers to communication?	CO-2
Q3	Attempt all questions. (10 Marks) A) Applying the format of formal letter, write a job application letter for the post of a Software Developer in a reputed IT company. (5 Marks) B) Prepare an agenda for a team meeting to plan a new project in a company. (5 Marks)	CO-3
Q.3	OR Attempt all questions. A) You are the secretary of the Environment Club of your college. Write a report on a tree plantation drive organized in the campus. (5 Marks) B) Henry often wastes time on mobile phones and social media. What time management tips will you suggest him to apply in his life to manage his time better? (5 Marks)	CO-3
