

**MCA (Revised)**  
**Term-End Examination**  
**June, 2007**

**MCS-015 : COMMUNICATION SKILLS**

*Time : 2 hours*

*Maximum Marks : 50*

**Note :** Answer *all* questions.

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1. Read the following passage and answer the questions given after it :

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Grasses are a large family of flowering plants that grow all over the world. It is the most important family of plants because it includes the cereals which are one of the main basic foods, and it also provides food for man's domestic animals.

There are about 10,000 species of grasses. Some species, such as star grass, also known as Bermuda grass, are very short (about 10 cm), and others such as bamboo reach a height of 30 m. Most species of grasses are perennial (live for many years), and others, such as the cereals, are annual (live for one year). The roots of

grasses help to bind the soil together and prevent soil erosion.

Most species are herbaceous, that is their stems are green and contain little wood. Bamboo and a few other species have woody stems. Most species have hollow stems, but maize has a solid stem. The stems of sugar-cane contain sugar. The stems of bamboo are used for making furniture and houses. The stems of some species, such as esparto grass, are used for making paper.

The leaves of grasses are long and narrow. The bottom of the leaf forms a covering over the stem. The flowers of grasses are very small and are not brightly coloured. They grow in large groups called "spikelets".

The fruit contains a lot of starch, some protein, and traces of mineral salts and vitamins. We use the fruit of many cereals such as maize, rice, millet, sorghum, and wheat for our food.

Sedges are related to grasses. There are about 3,000 species which grow all over the world. Most of them are not useful economically, and some species, such as nut grass, which grows in Sudan, are very troublesome weeds. The most useful sedge is papyrus, which grows on the Upper Nile River, Ethiopia, Syria and southern

Europe. It is used for making roofs and fences and was used in ancient times for making paper and boats.

- (i) Which group of grasses are most important to man ? 2
  - (ii) Mention the three types of grasses whose stems are of great use to human beings. 3
  - (iii) What is a "herbaceous" plant ? 1
  - (iv) What are sedges ? 1
  - (v) Why is papyrus the most useful sedge ? 2
  - (vi) Use 'species' in a sentence of your own. 1
- 2.** Fill in the blanks choosing the most suitable phrasal verb from those given below : 5
- Make changes in the form of the verb, where necessary.  
(There are two extra phrasal verbs)
- take on, take after, look up, look after, run into, take off, look upto
- (i) He requested me to \_\_\_\_\_ her flower pots while she was away.
  - (ii) Why don't you \_\_\_\_\_ this word in the dictionary ?
  - (iii) I \_\_\_\_\_ an old friend in London.
  - (iv) They always \_\_\_\_\_ their parents for guidance.
  - (v) She \_\_\_\_\_ her father.

3. Write down the text of a group discussion between four participants on the importance of the Right to Information Act (about 300 words). 10
4. You are R. Chand, Branch Manager of a reputed bank in New Delhi. Draft a memo to be sent to all the staff of the bank on how to conduct themselves while on duty and to adhere to lunch hours in order to improve the work culture of the office. 10
5. Write a letter of application, together with your Curriculum Vitae (C.V.) for the job of Programmers/Design Engineers with experience in design of software packages. Apply to Auto Service, New Delhi within 10 days. 10+5=15