

**A-1293**

Total Pages : 9

Roll No. ....

**MCS-403/DCA-103**

**Technical English and Business  
Communication**

Examination February, 2026

Time : 2:00 Hrs.

Max. Marks : 70

*Note :-* This paper is of Seventy (70) marks divided into Two (02) Sections 'A' and 'B'. Attempt the questions contained in these Sections according to the detailed instructions given therein. *Candidates should limit their answers to the questions on the given answer sheet. No additional (B) answer sheet will be issued.*

**Section-A**

**(Long Answer Type Questions) (2×19=38)**

*Note :-* Section 'A' contains Five (05) Long-answer type questions of Nineteen (19) marks each. Learners are required to answer any *two* (02) questions only.

**A-1293**

( 1 )

P.T.O.

1. (a) Fill in the blanks choosing suitable verbs from the brackets : (12)
- (i) Radha ..... gone to the market with her mother. (has/have)
- (ii) The members of the board ..... divided in their opinion. (was/were)
- (iii) Each member of my family ..... down with a fever. (was/were)
- (iv) There..... many trees in their garden. (is/are)
- (v) Neither her mother nor her father ..... school. (is/are)
- (vi) No news ..... stale news. (is/are)
- (vii) Both the brother and the sister ..... contesting the elections. (was/ were)
- (viii) The former Chief Minister who was a good politician and a good man ..... passed away. (has/have)

- (ix) Each of the participants ..... given a handsome prize. (was/were)
- (x) Ten lac rupees ..... too big an amount. (is/are)
- (xi) The cow as well as the goat ..... grass. (eat/eats)
- (xii) Bread and butter ..... his only food. (is/are)

**and**

- (b) Fill in the blanks using suitable articles wherever required : (7)
- (i) This is ..... most splendid house that I have ever seen.
- (ii) ..... bud was chirping in the rose garden.
- (iii) Kamals is ..... fattest boy of the class.
- (iv) I have kept your bap on ..... bench.
- (v) ..... Earth is the only planet where life survives.

(vi) Amit is going to ..... United Kingdom on a business trip.

(vii) I saw ..... one eyed man on the street.

2. (a) Write a paragraph on the topic “If you spare the rod.you spoil the child.” (10)

**and**

(b) Write a note for your college bulletin board informing the students that your college is organizing an inter college painting competition. Furnish all the essential details for the event in the note. (09)

3. (a) Complete the following sentences using the appropriate tense form : (06)

(i) We ..... (discuss) the matter for over two hours before we arrived to a conclusion.

(ii) She ..... (work) in Bombay for four years before she joined this institution.

(iii) How long would you ..... (wait) to leave for the station ?

(iv) Kiran wants to take a rest because she ..... (stand) all day long.

(v) He ..... (work) at our University for more than a year before he started his own consultancy firm.

(vi) Komal has not ..... (complete) her home work yet.

**and**

(b) Write a note on the Simple Past Tense. (06)

**and**

(c) You are Rakesh Tiwari of D1 1101, Lake Town, Hyderabad. You are looking out for a music teacher for your son who can come home and give music lessons to him ? Draft a suitable advertisement stating your requirements. (07)

4. (a) What are the points that one needs to keep in mind while making a group discussion. (10)

**and**

(b) Write an application to the principal of your college requesting him/her to grant you scholarship. Give valid reasons for making this request. (09)

5. Discuss the role and techniques of listening and note-taking in detail.

## Section–B

(Short Answer Type Questions) (4×8=32)

**Note** :- Section ‘B’ contains Eight (08) Short-answer type questions of Eight (08) marks each. Learners are required to answer any *four* (04) questions only.

1. Change the following sentences as directed :
  - (i) The policeman caught the thief who was trying to break into the bank. (Active to Passive Voice)
  - (ii) All despise him for his rude behaviour.  
(Active to Passive Voice)
  - (iii) All elected Lavanya as the captain of the school football team. (Active to Passive Voice)
  - (iv) The maid will look after the girls when their parents are out of station. (Active to Passive Voice)
  - (v) By whom was the complaint made ?  
(Passive to Active Voice)
  - (vi) My keys have been stolen.  
(Passive to Active Voice)

(vii) Ram is treated well by his employer.

(Passive to Active Voice)

(viii) When will the car be returned ?

(Passive to Active Voice)

2. Fill in the correct prepositions in the blanks below :

(i) The college fete was held ..... Monday.

(ii) We went on a picnic ..... the riverside.

(iii) A dove just flew ..... my head.

(iv) My father built this house two years .....

(v) I was sitting ..... my friends in the park.

(vi) The cat rolled ..... the stairs, but luckily nothing happened to her.

(vii) India gained independence ..... the year 1947.

(viii) Sachin kicked the ball ..... the ground.

3. Discuss the importance of Punctuation marks in the English language.

4. Put suitable tag questions to complete the following phrases :

- (i) Coal is black, ..... ?
- (ii) Leena likes me, ..... ?
- (iii) You are going away, ..... ?
- (iv) We have done our work, ..... ?
- (v) You do like children, ..... ?
- (vi) You dislike milk, ..... ?
- (vii) They can come, ..... ?
- (viii) You will help, ..... ?

5. Give antonyms of the following words :

capable, light, easy, happy, absent, abundant, minority, early.

6. What are perfect tenses ? Give four examples of the present perfect tense.

7. What is the importance of group discussions in business communication ?

8. Fill in the blanks with suitable conjunctions :

- (i) I am in the right ..... you are in the wrong.
- (ii) He had not paid his bill ..... his electricity supply was cut off.
- (iii) Three ..... three make six.
- (iv) Is Rahul in class six ..... class seven ?
- (v) He will not come ..... it rains.
- (vi) Kirti is not rich ..... she is happy.
- (vii) Will you kindly wait ..... I return ?
- (viii) Make hay ..... the sun shines.

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