

**BACHELOR OF COMPUTER
APPLICATIONS
(BCA) (REVISED)**

Term-End Examination

June, 2026

BCS-055 : BUSINESS COMMUNICATION

Time : 2 Hours

Maximum Marks : 50

Note : *There are **seven** questions in all. Answer all the questions.*

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

Living in a metropolitan city offers a blend of opportunities and challenges that shape the daily lives of its inhabitants. On the

positive side, metropolitan areas are hubs of diverse cultural experiences, offering residents access to a rich tapestry of art, cuisine, and entertainment. The vibrant energy of city life pulsates through bustling streets lined with towering skyscrapers, where every corner holds the promise of adventure and discovery. Moreover, metropolitan cities often boast robust infrastructure and amenities, including world-class healthcare facilities, educational institutions, and transportation networks. Residents benefit from a myriad of career prospects, with multinational corporations, startups, and creative industries driving economic growth and innovation. Additionally, the cosmopolitan nature of

metropolitan cities fosters a sense of inclusivity and tolerance, as people from different backgrounds coexist and interact in shared spaces. However, life in a metro city also comes with its share of drawbacks. The fast-paced lifestyle can be overwhelming, with constant traffic congestion, noise pollution, and the ever-present hustle and bustle taking a toll on mental well-being. The high cost of living, especially in prime urban areas, often leads to financial strain for many residents, exacerbating socioeconomic disparities. Moreover, the anonymity of city life can breed feelings of loneliness and isolation, as individuals navigate crowded streets and bustling neighborhoods without forging meaningful

connections. Additionally, rapid urbanization and unchecked development contribute to environmental degradation, with issues such as air and water pollution posing significant health risks. As metropolitan cities grapple with the dichotomy of progress and pitfalls, residents must navigate the complexities of urban living while striving to strike a balance between ambition and well-being.

Questions :

- (a) What are some advantages of living in a metropolitan city as described in the passage ? 2
- (b) How does the infrastructure of metropolitan cities benefit residents ? 2

- (c) What challenges are associated with the fast-paced lifestyle of metro cities ? 2
- (d) How does the high cost of living impact residents of metropolitan areas ? 2
- (e) What are some environmental concerns linked to urbanization mentioned in the passage ? 2
2. Find words from the text (i.e. Reading passage) which mean the same as the following words/phrases : 5
- centers, mosaic, strong, diversity, worsening
3. Find words from the Reading passage which mean the opposite to the following words/phrases : 5
- dull, manageable, ease, familiarity, stagnation

4. Fill in the blanks with suitable articles (“a”, “an”, or “the”) : 5

Effective time management is essential for maintaining balanced lifestyle and achieving one’s goals.

Prioritizing tasks helps individuals focus on most important activities and allocate their time wisely.

Setting achievable goals allows individuals to track their progress and stay motivated.

Minimizing distractions, such as emails and social media notifications, enables individuals to concentrate on tasks at hand.

Delegating responsibilities to others can free up time and energy to focus on high-priority tasks and strategic initiatives.

5. Fill in the blanks with suitable prepositions :

5

She is interested joining the new project team.

The keys are usually kept the top drawer of the desk.

He apologized arriving late to the meeting.

They traveled Paris last summer.

Please send the report email before the deadline.

6. Write short notes on any *two* of the following topics : 10

- (a) Preparing a CV
- (b) Memo writing
- (c) Business small talk
- (d) Business event planning

7. You work for a reputed company and the management of the company has asked all employees to write a report describing their job profile so that they may be appropriately trained. Prepare a profile of yourself in 150 words. 10

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