

97672

BCA 3rd Semester (Full & Re-appear)

Examination, December-2024

Communication Skills (English)

Paper : BCA-204

Time allowed : 3 hours]

[Maximum marks : 80

Note : Attempt five questions in all, selecting one question from each unit. Question No. 1 is compulsory.

1. (a) Write a short note on the scope of communication.
- (b) What is communication process?
- (c) What do you mean by non-verbal communication?
- (d) What is dyadic communication?
- (e) Make the words, using the following prefixes:
 - (i) dis_____
 - (ii) Ex_____
- (f) Make the words, using the following suffixes:
 - (i) _____ent
 - (ii) _____tion
- (g) What are the barriers to public speaking?
- (h) What are the objectives of interview? $8 \times 2 = 16$

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[P.T.O.]

Unit-I

2. (a) Discuss the features of Communication. 8
(b) What are the principles of communication? 8
3. (a) Explain the process of communication. 8
(b) What do you mean by communication barriers?
Explain their important causes. 8

Unit-II

4. (a) State the disadvantages of verbal communication. 8
(b) Define non-verbal communication and explain its importance. 8
5. (a) Explain the role of effective listening in communication. 8
(b) Define soft skills. How these can be developed? 8

Unit-III

6. (a) Give one word substitute of any five of the following : 5
(i) One who does not care for art, literature etc.
(ii) Men living in the same age.

(iii) A game or battle in which neither party wins.

(iv) One who thinks only of oneself.

(v) One who is not easily pleased.

(vi) That which cannot be read.

(vii) A story that can hardly be believed.

(viii) A sound that cannot be heard.

(b) Form the words, using the following prefixes : 6

(i) Un _____

(ii) Dis _____

(iii) Im _____

(iv) Ir _____

(v) Ch _____

(vi) Re _____

(c) Fill in the blanks with appropriate prepositions : 5

(i) He is senior _____ me.

(ii) He died of _____ cancer.

(iii) He reached the station _____ 6 O'clock.

Fill in the blanks with articles :

(iv) He was _____ intelligent student.

(v) It is _____ European Ship.

7. (a) Explain the various ways which help us to improve vocabulary. 8
(b) In what way we develop our fluency with the help of language games? 8

Unit-IV

8. (a) Explain the points we should keep in mind in organizing a public speech. 8
(b) What are the ways which are essential for an effective speech? 8
9. (a) What are the characteristics of an effective presentation? 8
(b) What are the major points for the preparation for professional interviews? 8