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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

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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? 8×2=16

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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.

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- (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.

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[P.T.O.]