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BCA

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(SEM I) THEORY EXAMINATION 2025-26
COMMUNICATION SKILLS

TIME: 3 HRS**M.MARKS: 70**

Note: Attempt all Sections. In case of any missing data; choose suitably.

SECTION A**1. Attempt all questions in brief.****02 x 7 = 14**

Q no.	Question	CO	Level
a.	Define communication and state its importance	1	K2
b.	What is oral communication? Give two elements of oral communication.	2	K2
c.	Define teamwork and empathy.	3	K2
d.	What is public speaking?	4	K2
e.	What is meant by speaking skills?	5	K2
f.	What do you mean by vocabulary building?	1	K2
g.	Define emotional intelligence.	3	K2

SECTION B**2. Attempt any three of the following:****07 x 3 = 21**

a.	Explain the communication process with a neat diagram.	1	K2
b.	Discuss verbal and non-verbal communication with examples.	2	K2
c.	Explain listening skills and their role in interpersonal communication.	3	K3
d.	Explain the objectives and methods of group discussion.	4	K2
e.	Describe the elements and importance of writing skills.	5	K3

SECTION C**3. Attempt any one part of the following:****07 x 1 = 07**

a.	Explain barriers to communication and methods to overcome them.	1	K2
b.	What is word choice? Discuss its relevance in effective communication.	1	K2

4. Attempt any one part of the following:**07 x 1 = 07**

a.	Explain paralinguistic features, proxemics, and chronemics.	2	K2
b.	Discuss confidence, clarity, and fluency as key elements of oral communication	2	K2

5. Attempt any one part of the following:**07 x 1 = 07**

a.	Explain emotional intelligence and its importance in interpersonal communication.	3	K3
b.	Write a short note on leadership qualities: integrity, trust, and responsibility.	3	K3

6. Attempt any one part of the following:**07 x 1 = 07**

a.	Explain different types of interviews and their objectives.	4	K2
b.	Discuss the structure and importance of public speaking.	4	K2

7. Attempt any one part of the following:**07 x 1 = 07**

a.	Explain the meaning, elements, and types of speaking skills.	5	K3
b.	Discuss the principles of effective writing with suitable examples.	5	K3