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Roll No.

PAPER ID—14534

B.C.A. EXAMINATION, 2023

(Third Semester)

COMMUNICATION SKILLS (ENGLISH)

Time : 3 Hours

Maximum Marks : 80

Before answering the question-paper candidates should ensure that they have been supplied to correct and complete question-paper. No complaint, in this regard, will be entertained after the examination.

Note : Attempt *Five* questions in all, selecting at least *one* question from each Unit. Q. No. 1 is compulsory. All questions carry equal marks.

1. Answer the following short answer type questions :
- (a) What are essentials of good communication ?

- (b) What is encoding and decoding ?
- (c) What are the disadvantages of verbal communication ?
- (d) What are the 5 C's of communication ?
- (e) State cultural barriers.
- (f) What do you mean by body movement ?
- (g) Write a note on Group Discussion.
- (h) What are the misconceptions of soft skill ?
- (i) What types of questions are commonly asked in interview ?
- (j) Write antonyms of the words : Narrow. Flexible.

Unit I

2. (a) What do you mean by Communication ? Explain its functions.
- (b) What do you mean by communication barriers ? Explain their important causes.

3. (a) Describe various models of communication.
(b) Describe the importance of feedback in the process of communication.

Unit II

4. (a) What is Listening ? Describe its process.
(b) State the guidelines for effective public speaking.
5. Write short notes on the following :
(a) Developing soft skills
(b) Developing Dialogue.

Unit III

6. (a) What is the role of grammar in communication ?
(b) Discuss various ways to improve vocabulary.
7. (a) Give one word substitute :
(i) The study of plants

- (ii) A thing that is fit to be eaten.
(iii) That which cannot be explained
(iv) Work for which no salary is paid
(v) The life history of a man written by himself
(vi) One who can write with both hands.
- (b) Make words with the following prefixes :
Inter, Demi, Multi, Ex, Anti.
- (c) Give synonyms of the following words :
Answer, Begin, Decide, Wrong, New.