

ID—180-CU-304041

B.C.A. EXAMINATION, 2023

(Third Semester)

ENGLISH

Code : BCA-204

Communication Skills

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 any *Five* Questions. Q. No. 1 is Compulsory. In addition to compulsory question attempt *four* more questions selecting *one* question from each Unit. All questions carry equal Marks.

1. Answer in short the following : $2 \times 8 = 16$
- Write a short note on gestures.
 - What is communication ?
 - What is feedback in communication ?
 - What is paralanguage ?
 - Describe Decoding.
 - Describe the mechanical barriers to effective listening.
 - What are the barriers effective communication ?
 - What is difference between oral and written presentation ?

Unit I

2. (a) What are barriers to effective communication ? Give examples.
- (b) Describe the process of communication.

3. (a) What is the importance of feedback ?
Give instances where feedback is not immediate or altogether missing.
- (b) Discuss the model of communication. 16

Unit II

4. How can speaking and writing be made more effective ? Describe with examples. 16
5. Develop a dialogue between two friends who are meeting each other after a long time. 16

Unit III

6. (a) Give one word substitute of the following :
- (i) That which cannot be heard
 - (ii) Not to be seen with human eyes
 - (iii) That which cannot be eaten
 - (iv) That which cannot be explained
 - (v) Sound that can be heard clearly
 - (vi) A place where monks live

- (b) Add suffixes to each of the following : 5
- (i) Friend
 - (ii) Cook
 - (iii) Coward
 - (iv) Disgrace
 - (v) Success.
- (c) Give antonyms of the following words : 5
- (i) Coward
 - (ii) Construction
 - (iii) Abundance
 - (iv) Affirmative
 - (v) Subtract.

7. (a) Elaborate the role of Grammar in communication. Give some examples.
- (b) How vocabulary is the backbone of communication ? Suggest some ways to improve vocabulary. 16

Unit IV

8. (a) Describe the space communication with reference to intimate, personal, social and public space languages.

(b) How can one develop good communication skills ? Explain your answer with some examples. **16**

9. (a) Discuss the role of effective speech in communication.

(b) Write effective ways to make presentation more impressive. **16**

downloaded from
StudentSuvidha.com