

Unit-IV

8. (a) What is Interview ? Describe the steps in the interview process.
(b) Differentiate between Presentation and Speech.
9. (a) How to make effective speech ?
(b) Explain the main types of Interview.

Roll No. :

Total No. of Questions : 9] [Total No. of Pages : 4

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**BCA 3rd Semester (New)
(Full & Reappear)
Examination, March-2021**

**COMMUNICATION SKILL (ENGLISH)
Paper-BCA-204**

Time : Three Hours]

[Maximum Marks : 80

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

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

(Compulsory Question)

1. (a) What is Decoding ?
(b) State Cultural Barrier.
(c) Write a note on Group Discussion.
(d) Define Dictation.

- (e) What is Prefix ? Explain with examples.
(f) Define Conjunction with examples.
(g) Write a note on Stage Fright.
(h) Write a note on Speech Manuscript.

Unit-I

2. (a) What is Communication Process ? Explain the theories of communication.
(b) What do you mean by Communication Barriers ? Explain various measures to overcome the communication barriers.
3. (a) Explain David Berlo's Communication Model.
(b) How to overcome the communication barriers ?

Unit-II

4. (a) Define Non-verbal Communication. Explain its importance.
(b) What is Listening ? Describe its process.
5. (a) Explain 5C's of Communication.
(b) Define Soft Skills. How these can be developed ?

Unit-III

6. (a) Discuss various ways to improve vocabulary.
(b) How language games are used to develop the fluency ?
7. (a) Give one word substitute :
— The life history of a man written by himself
— People working together in the same office or department.
— A thing that is fit to be eaten.
— Work for which no salary is paid.
— A sound that cannot be heard.
— Lover of mankind.
- (b) Make words with the following prefixes :
Un , Dis ,
Extra , Semi
Anti
- (c) Make words with the following suffixes :
..... er, ful, ry,
..... ed, ly.