97672

BCA 3rd Semester Examination – December, 2022 COMMUNICATION SKILLS (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 congrete question paper. No complaint in this regard, will be entertained goe examination.

Note: Attempt five guestions in all, selecting one question from each Unit. Question No. 1 is compulsory. All questions carry equals marks.

1. Answer any eight of the following questions:

 $8 \times 2 = 16$

- (a) What is communication?
- (b) Write a note on the scope of communication.
 - (c) What is encoding and decoding?

(d) What is communication process?

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- (e) What is communication barrier?
- (f). Explain the semantic barrier
- (g) What is verbal communication?
- (h) What is dynamic communication?
- (i) Form words from prefixes. Anti......, dis-
- (k) Give synonyms of the words. Calm, Careful.
 - (l) Give antonyms of the words: Idle, Fair.

UNIT - I

- 2. What do you mean by communication? State its functions.
- Define communication. Explain the factors that are responsible for its growth.

UNIT - II

- 4. What is verbal communication? Explain the features of effective verbal communication.
- 5. Define Oral communication. What are its advantages?

(2)

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6.	(a)	Define soft skills. How these can be developed ?
		15
	(l+)	Describe misconceptions about soft skills
7.	(a)	Form the words from the following prefixes 16
		Mono, Multi Re en
	(b)	Form the words from the following suffices
		less, milliotul, ess, dity
	$\widehat{(c)}$	Blustrate the meaning of the following words
_		Loose, lose breaks, brakes - dual, duel, - accept,
		except
	(d)	Give the one word substitute for the following :
		(i) Absence of government
		(ii) One who does not believe in the existence of God.
		(iii) The life history of a person written by himself
		(iv) Government by people

UNIT - IV			
8. What is reading efficiency? How will you reading efficiency?	improve 16		
9. What are the objectives of Interviews?	16		

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