

B.C.A. 3rd Semester (Full & Re-appear) Examination,

November-2023

COMMUNICATION SKILL (ENGLISH)

Paper-BCA-204

Time allowed : 3 hours] [Maximum marks : 80

Note : Attempt five questions in all selecting one question from each unit. Q. No. 1 is compulsory.

1. (a) Write a note on the functions of communication ?

8×2=16

(b) What is encoding and decoding ?

(c) Explain the features of verbal communication ?

(d) How soft skills can be developed ?

(e) Make words, using the following prefixes :

(i) dis _____ (ii) im _____

(f) Make words, using the following suffixes :

(i) _____ tly (ii) _____ age

(g) What is public speaking ?

(h) What are the objectives of interview ?

97672-P-4-Q-9 (23)

[P.T.O.]

Unit-1

2. (a) What is importance of communication in our day to day life ? 8+8

(b) What are the objectives of communication and the limitations ?

3. (a) What is communication process ? Explain the theories of communication. 8+8

(b) What are the causes of communication barriers ? How does it affect the communication process ?

Unit-II

4. (a) What is verbal communication ? Explain the features of effective verbal communication. 8+8

(b) Describe the media of non-verbal communication.

5. (a) What is listening ? Distinguish between hearing and listening. 8+8

(b) Explain the techniques to develop soft skills.

Unit-III

6. (a) Give one word substitute of any five of the following : 5

(i) A thing that is fit to be eaten.

(ii) Having opposing feelings

(iii) A letter, poem, etc. whose author is unknown.

(iv) One who does not believe in God.

(v) The life history of a man written by himself

(vi) Government by the officials.

(vii) One who looks at the bright side of things.

(viii) A person who easily believes others.

- (b) Form the words, using the following prefixes : 6

(i) Un _____ (ii) Dis _____ (iii) En _____

(iv) Co _____ (v) Ex _____ (vi) Th _____

- (c) Fill in the blanks, appropriate prepositions : 5

(i) He is junior _____ me.

(ii) He is afraid _____ darkness.

(iii) Sunil is fond _____ sweets.

Fill in the blanks, appropriate articles :

(iv) My father is _____ advocate.

(v) Yesterday I saw _____ European Movie.

7. (a) What are the various steps to improve vocabulary? 8+8
- (b) Language games help us to develop the fluency. Elaborate.

Unit-IV

8. (a) Explain the essential activities in brief for developing public speaking skills. 8+8
- (b) State the guidelines for effective public speaking.
9. (a) Discuss the various ways which help to prepare for professional interviews. 8+8
- (b) What are the characteristics of a good presentation?