

Roll No.

97672

**BCA 3rd Semester (New)
Examination–November, 2014
Communication Skill (English)**

Paper-BCA-204

Time : 3 hours

Max. 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 the examination.

Note : Attempt **five** questions in all, selecting **one** question from each unit. Q. 1 is **Compulsory**. All questions carry equal marks.

1. Explain Briefly:

- (a) Interview
- (b) Soft skill
- (c) Communication

- (d) Characteristics of communication
- (e) Group discussion
- (f) Communication skill
- (g) Synonym of 'Wise' and 'Lengthy'
- (h) Antonym of 'Honest' and 'Fake'

Unit-I

2. Define communication. Describe the process of communication in detail.
3. Explain the barriers to effective communication?

Unit-II

4. What do you understand by soft skills? Describe various types of soft skills.
5. Explain verbal and non-verbal communication in detail.

Unit-III

6. Fill in the blanks using *articles*

- (a) My daughter is.....doctor.
- (b)apple a day keeps the doctor away.
- (c) He is one eyed man.
- (d) There was.....beggar at the door
- (e) Ram was holding.....bag.
- (f) He was.....employee in my office.
- (g) You will get.....shock if you touch it.
- (h) He is.....dishonest man.

7. Give *one word* substitution for the following :

- (a) The rule of a king.
- (b) One who eats everything.
- (c) One who hates women
- (d) One who is present everywhere.

- (e) A medicine that kills germs.
- (f) Fit to be eaten.
- (g) One who eats too much.
- (h) One who believes in God.

Unit-IV

- 8. What are the essential points to be kept in mind for an effective presentation ?
 - 9. Describe the process of making an effective speech ?
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