

Roll No.

97672

BCA 3rd Semester (New)

Examination – November, 2018

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 complete question paper. No complaint in this regard, will be entertained after examination.

Note : Attempt *five* questions in all. Question No. *1* is *compulsory*. In addition to *compulsory* question, attempt *four* more questions selecting *one* question from each Unit.

1. Answer the following short-answer type questions :

2 × 8 = 16

- (a) Give any *two* definitions of Communication.
- (b) What are the principles of effective communication ?
- (c) What is the difference between verbal and non-verbal communication ?
- (d) What are the 5 C's of communication ?
- (e) How can spelling errors affect the vocabulary ?

- (f) What is the role of articles in language ?
- (g) Describe a few ways to improve communication skills.
- (h) How does effective self-presentation help an interviews ?

UNIT – I

- 2. (a) Discuss various models of Communication. 16
- (b) What are barriers to effective communication ? Explain with examples.
- 3. (a) Define communication. Discuss the features of effective communication. 16
- (b) Describe the importance of feedback in the process of communication.

UNIT – II

- 4. Develop a dialogue between two friends who are meeting each other after a long time. 16
- 5. How important is the skill of speaking in communication ? Explain its effectiveness in situations like group discussion and oral presentation. 16

UNIT – III

- 6. (a) Give one-word substitute for the following : 16
 - (i) that which cannot be explained
 - (ii) the study of plants

- (iii) a person who loves mankind
- (iv) one who can write with both hands
- (v) a place where monks live
- (vi) a man who has more than one wife at a time

- (b) Add suffixes to each of the following :

Magic, Friend, Coward, Close, Cook

- (c) Give antonyms of following words :

Young, Rear, Strenght, High, Guilty.

- 7. (a) How can language games be used to facilitate the improvement of vocabulary in children ? 16
- (b) What is the role of grammar in communication ?

UNIT – IV

- 8. (a) How can one develop good communication skills ? Explain your answer. 16
- (b) What role does body language play in the interview porcess ?
- 9. (a) Discuss the significance of effective speech in communication. 16
- (b) What are the ways in which a presentation can be made more impressive ?