

- (b) Differentiate between presentation and speech.
9. (a) Suggest guidelines for effective interviewing.
- (b) Explain the essential activities in brief for developing public speaking skills.
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Roll No.

97672

BCA 3rd Semester (New)

Examination – November, 2019

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, Question No. 1 is compulsory. In addition to compulsory question Attempt Four more questions selecting one question from each Unit.

1. Compulsory question :

- (a) What is encoding ?
- (b) Explain semantic barriers.
- (c) What is oral report ?

- (d) What is soft skill ?
- (e) What is suffix ? Explain with examples.
- (f) Differentiate synonyms and antonyms with example.
- (g) What is a presentation ?
- (h) Write a note on interview etiquette.

UNIT – I

- 2. (a) What is Communication ? Discuss its features.
- (b) Discuss important barrier to effective communication.
- 3. (a) What is communication process ? Explain the theories of communication.
- (b) Explain communication model in brief.

UNIT – II

- 4. (a) What is verbal communication. Explain the features of effective communication.
- (b) What is group discussion ? Explain the guidelines for effective group discussion.
- 5. (a) What is dictation ? Explain the tips for making effective dictation.
- (b) Explain 5 C's of Communication.

UNIT – III

- 6. (a) What are the ways to improve vocabulary ?
- (b) Discuss some mistakes in spoken and written English.
- 7. (a) (i) A person with a long experience of any occupation.
- (ii) One who speaks for others.
- (iii) One who looks at the dark side of things.
- (iv) One who abstains from alcohol.
- (v) A word or law no longer in use
- (vi) A thing that is fit to be eaten.

- (b) Make words with the following prefixes :

Pro , Fore , Ir ,
Un , Anti

- (c) Make words with the following suffixes :

..... able, ist, er,
..... ize, age.

UNIT – IV

- 8. (a) What difficulties arise in a presentation ? Explain the features of a good presentation.