

Roll No. 2309000022

## **BCA-A103**

### **B. C. A. (First Semester) EXAMINATION, 2023-24 ENGLISH COMMUNICATION**

*Time : 2 $\frac{1}{2}$  Hours*

*Maximum Marks : 60*

**Note :** All questions have to be attempted.

#### **Section—A**

1. Multiple choice questions : 1 each

(a) The person who transmits the message is a ..... (CO1, BL-1)

- (i) receiver
- (ii) driver
- (iii) sender
- (iv) None of the above

(b) Physical barriers are also the ..... barriers.

(CO1, BL-1)

- (i) Environmental
- (ii) Motivational
- (iii) Symmetric
- (iv) Route

- (c) Attire (dress) is also called as type of .....  
communication. (CO1, BL-2)
- (i) Upward
  - (ii) Downward
  - (iii) Verbal
  - (iv) Non-verbal
- (d) Communication plays vital role in ..... the  
efficiency and effectiveness of a person's  
performance. (CO1, BL-2)
- (i) Weakening
  - (ii) Destroying
  - (iii) Strengthening
  - (iv) Reducing
- (e) Communication is a ..... way process.  
(CO1, BL-1)
- (i) Two
  - (ii) Three
  - (iii) Four
  - (iv) Five
- (f) One should tend to acquire good ..... in  
order to be a good speaker. (CO2, BL-3)
- (i) Looks
  - (ii) Pronunciation
  - (iii) Voice
  - (iv) All of the above

(g) Choose the correct statement : (CO2, BL-2)

- (i) My friend who lives in Dehradun is a doctor.
- (ii) My friend, who lives in Dehradun, is a doctor.
- (iii) My friend, who lives in Mumbai is a doctor.
- (iv) None of the above

(h) Which of the following is considered as part of formal communication ? (CO3, BL-3)

- (i) Upward
- (ii) Downward
- (iii) Diagonal
- (iv) All of the above

(i) Group discussion is an important process to ..... about a particular topic. (CO3, BL-1)

- (i) write
- (ii) speak
- (iii) behave
- (iv) forget

(j) Listening process revolves .....

(CO2, BL-1)

- (i) Active brain
- (ii) Inactive brain
- (iii) Therapeutic
- (iv) Gestures

(k) ..... refers to pitch, loudness, duration, intonation and tempo. (CO3, BL-2)

(i) Touches

(ii) Haptics

(iii) Gestures

(iv) Postures

(l) Every sentence has two essential parts :

(CO3, BL-2)

(i) Subject, topic

(ii) Subject, phrase

(iii) Predicate, subject

(iv) Spelling

2. Attempt all the following : 3 each

(a) What are the qualities of a good speaker ?

(CO2, BL-1)

(b) What is verbal communication ? (CO2, BL-1)

(c) Define the following : (CO3, BL-4)

(i) Grapevine communication

(ii) Hearing

(d) Explain essentials of effective communication.

(CO1, BL-2)

**Section—B**

3. Attempt any *two* of the following : 6 each

- (a) What do you mean by interview ? Explain its types. (CO2, BL-1)
- (b) What is the difference between seminar and conference ? (CO3, BL-1)
- (c) Distinguish between listening and hearing. (CO4, BL-2)

4. Attempt any *two* of the following : 6 each

- (a) Explain the importance of effective reading. (CO3, BL-2)
- (b) What are the essentials of Para development ?
- (c) Explain barriers of communication in detail. (CO3, BL-4)

5. Attempt any *two* of the following : 6 each

- (a) What do you mean by notice ? Explain its importance. (CO5, BL-3)
- (b) What are the essentials of writing a good project report ? (CO5, BL-2)
- (c) Write a letter to your friend and congratulate him for his new job. (CO5, BL-4)