

**UTTARANCHAL UNIVERSITY, DEHRADUN**  
**UTTARANCHAL SCHOOL OF COMPUTING SCIENCES**  
**MID TERM EXAMINATION**

Odd Semester 2023-24

BCA | 1<sup>st</sup> Semester |

**ENGLISH COMMUNICATION | BCA-A103**

Time: **1:15 Hour**

Max. Marks: 30

*Note: All questions are compulsory.*

**Q.1-** Answer the following questions. (1 x 6 = 6)

**Multiple Choice Questions**

- 1) Verbal Communication are (CO-1, BL-1)
  - a. Oral
  - b. Written
  - c. Upward
  - d. All of the above
- 2) Non Verbal Communication includes following (CO-5, BL-1)
  - a. Tone
  - b. Silence
  - c. Eye Moments
  - d. all of the above
- 3) Essentials of Effective Communication
  - a. Clear
  - b. Understandable
  - c. Adequate
  - d. all of the above

**State True/ False**

- 4) Communication is effective without being complete. (CO-5, BL-3)
- 5) Written Communication is very useful for illiterate people. (CO-5, BL-3)
- 6) Feedback is essential part of Communication Process. (CO-2, BL-1)

**Q.2-** Write short note on any two (**up to 70 words**) (2x3 = 6)

- a) Advantages and limitations of Oral Communication. (CO-2, BL-3)
- b) Significance of Effective Communication. (CO-3, BL-4)
- c) Importance of informal communication process (CO-2, BL-3)
- d) Scope of Effective Communication (CO-2, BL-3)

**Q.3-** Solve any one of the following. (6 Marks)

- a) Formulate seven Cs of Effective Communication (CO- 4, BL-4)



**OR**

- b) Differentiate between Formal and Informal Communication  
(CO- 4, BL-4)

**Q.4 Solve any one of the following (6 Marks)**

- a), Describe Barriers of Communication (CO2, BL1)

**OR**

- b) What do you mean by Semantic barrier? (CO1, BL2)

**Q.5 Solve any one of the following . (6 Marks)**

- a), Describe Types of Communication (CO2, BL1)

**OR**

- b) Draw and explain process of communication. (CO1, BL2)