

BCA SEM-I
1CS1010104 COMMUNICATION SKILL-I
Unit-1
Assignment

Short Questions:

- (1) What is Communication?
- (2) What is sender?
- (3) What is receiver?
- (4) What is encoding?
- (5) What is decoding?
- (6) Which are the four criteria for communication to be clear and effective?
- (7) What is verbal communication?
- (8) What is non-verbal communication?
- (9) What is a barrier?
- (10) Full form of LSRW.

Long Questions:-

- (1) Explain Communication Process Model with figure.
- (2) Explain Objective of Communication.
- (3) Explain Types of Communication.
- (4) Explain Barriers to Communication.
- (5) Explain four skills to communication.(LSRW)

MCQ(Multiple Choice Questions)

1	Which of these are the external sounds present in the channels of communication? A. Noise B. Semantic problems C. Cultural barriers D. Over communication	A
2	Which of these should not be avoided for effective communication? A. Noise B. Planning C. Semantic problems D. Wrong assumptions	B
3	_____ are problems arising from expression. A. Cultural barriers B. Semantic problems C. Wrong assumptions D. Selecting perception	B
4	In which of these problems, is the actual message lost in the abundance of transmitted information? A. Selecting perception B. Over communication C. Under communication D. Filtering	B
5	_____ means to impart understanding of the message. A. Encoding B. Receiver C. Decoding D. Feedback	C
6	When is the communication process complete? A. When the sender transmits the message B. When the message enters the channel C. When the message leaves the channel D. When the receiver understands the message.	D

7	_____ is the first enemy of communication. A. Noise B. Clarity C. Politeness D. Completeness	A
8	Which of these must be avoided for effective communication? A. Sharing of activity B. Listening C. Ambiguity D. Politeness	C
9	Which of these is not a commandment of effective communication? A. Clarity in language B. Listen poorly C. Home communication skills D. Adequate medium	B
10	On the basis of mutual participation, communication is of how many types? A. Two B. Three C. Four D. Five	A
11	In an organization, which of these is not a type of communication? A. Downward B. Upward C. Curve D. Horizontal	C
12	_____ communication is a dictator type communication. A. Two-way B. Three- way C. Four- way D. One- way	D
13	Any business house is concerned with _____ communication. A. External	A

	B. Dumb C. Deaf D. blind	
14	_____ communication flows from a superior to a subordinate. A. Upward B. Downward C. Diagonal D. Lateral	B
15	Which of these is not a limitations of downward communication? A. Under communication B. Over communication C. Car communication D. Distortion	C