

**BCA SEM-I**  
**1CS1010104      COMMUNICATION SKILL-I**  
**Unit-2**  
**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)
- (6) Explain listening in details.
- (7) Explain reading in details.
- (8) Explain writing in details.

**(9) Explain speaking in details.**

**(10) Explain verbal communication.**

**(11) Explain non verbal communication.**

### **MCQ(Multiple Choice Questions)**

1	Communication is a nonstop_____. A. Paper B. process C. programme D. plan	B
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	The _____ is the person who transmits the message. A. Receiver B. Driver C. sender D. cleaner	C
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	Our dress code is an example of _____ communication. A. Verbal	B

	B. nonverbal C. written D. spoken	
8	_____ Communication includes tone of voice body language, facial expressions etc. A. non verbal B. verbal C. letter D. notice	A
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	Letter, e-mail telephone are examples of _____ A. Message B. feedback C. channel D. encoding	C
12	Once the message is encoded in a desired format it is transferred through a medium called _____ A. Channel B. Medium C. Media D. Way	A
13	The information which is transferred to the receiver has to be interpreted this process is called _____ A. Encoding B. Decoding C. Opening D. Closing	B
14	The message may be misinterpreted because of _____ A. Barriers B. Distortions	A

	C. Distractions D. Noise	
15	In oral communication there is a possibility of immediate _____ A. Reaction B. Response C. Refection D. Reset	B
16	People cannot interact with each other without ____ A. Communication B. Transport C. Voice D. Loudspeaker	A
17	Communication strengthens _____ & _____ relationship is an organization. A. employer-father B. employer-employer C. mother-employer D. mother-child	B
18	Environmental barriers are the same as _____ noise. A. Physiological B. psychological C. physical D. sociological	C
19	_____ context refers to the similarity of backgrounds between the sender and the receiver. A. Physical B. social C. chronological D. cultural	D
20	Message is any signal that triggers the response of a _____ A. Receiver B. driver C. sender D. cleaner	A