

(b) Add suffixes :

car, bond, machine, motive, clear

(c) What is the use of conjunction ? Give *five* examples to specify the use of it.

7. (a) What are the ways to improve vocabulary ?

(b) How language games are used to develop the fluency ?

UNIT – IV

8. (a) What are the ways to make the speech effective ?

(b) Discuss the ways to prepare for professional interview.

9. (a) What are the ways to acquiring reading skill ?

(b) What are the characteristics of good presentation ?

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BCA 3rd Semester (New) Examination – November, 2017 143

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 Number 1 is *compulsory*. In addition to *compulsory* question, attempt *four* more questions selecting *one* question from each Unit.

1. **Compulsory** question :

(a) Discuss the elements of communication.

(b) What are barriers to effective communication ?

- (c) What are the tactics of listening skill ?
- (d) What are the disadvantages of non-verbal communication ?
- (e) Differentiate synonyms and antonyms with example.
- (f) What is the role of grammar in communication ?
- (g) What is the difference between oral and written presentation ?
- (h) How interviewer is different from interviewee ?

UNIT – I

- 2. (a) Define communication. Explain the process of communication with its elements.
- (b) How communication is considered as effective communication ? Discuss the basic principles of effective communication.
- 3. (a) How Schramm model defines the process of communication ? Explain with diagram.

- (b) What is meant by miscommunication ? How does language act as a barrier to effective communication ?

UNIT – II

- 4. Define listening. What are different types of listening ? Explain the process of listening and why it is considered as important of all the skill in communication ?
- 5. (a) What are the ways to improve presentation ?
- (b) What is dyadic communication ? Discuss 5C's of communication and how these are important ?

UNIT – III

- 6. (a) Give *one* word substitution :
 - the study of planets
 - one who is unable to pay off one's debts
 - a person who eats human flesh
 - a person who is not easily pleased
 - that which can't be corrected

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BCA 3rd Semester (New)

Examination – November, 2018

COMMUNICATION SKILLS (ENGLISH)

Paper : BCA-204

Time : Three Hours]

[Maximum Marks : 80

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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. Answer the following short-answer type questions :

$2 \times 8 = 16$

- (a) Give any *two* definitions of Communication.
- (b) What are the principles of effective communication ?
- (c) What is the difference between verbal and non-verbal communication ?
- (d) What are the 5 C's of communication ?
- (e) How can spelling errors affect the vocabulary ?

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- (f) What is the role of articles in language ?
- (g) Describe a few ways to improve communication skills.
- (h) How does effective self-presentation help an interviews ?

UNIT – I

- 2. (a) Discuss various models of Communication. 16
- (b) What are barriers to effective communication ?
Explain with examples.
- 3. (a) Define communication. Discuss the features of effective communication. 16
- (b) Describe the importance of feedback in the process of communication.

UNIT – II

- 4. Develop a dialogue between two friends who are meeting each other after a long time. 16
- 5. How important is the skill of speaking in communication ? Explain its effectiveness in situations like group discussion and oral presentation. 16

UNIT – III

- 6. (a) Give one-word substitute for the following : 16
 - (i) that which cannot be explained
 - (ii) the study of plants

- (iii) a person who loves mankind
- (iv) one who can write with both hands
- (v) a place where monks live
- (vi) a man who has more than one wife at a time

- (b) Add suffixes to each of the following :

Magic, Friend, Coward, Close, Cook

- (c) Give antonyms of following words :

Young, Rear, Strenght, High, Guilty.

- 7. (a) How can language games be used to facilitate the improvement of vocabulary in children ? 16
- (b) What is the role of grammar in communication ?

UNIT – IV

- 8. (a) How can one develop good communication skills ? Explain your answer. 16
- (b) What role does body language play in the interview porcess ?
- 9. (a) Discuss the significance of effective speech in communication. 16
- (b) What are the ways in which a presentation can be made more impressive ?