

"Do not write anything on question-paper except Roll Number, otherwise it shall be deemed as an act of indulging in unfair means and action shall be taken as per rules."

Roll No. 16.B.C.A.20288

B.C.A. (III)

1736

Comm. Skills

**B.C.A. (Part-III) EXAMINATION, 2018
PAPER - VI**

BCA: 306- Communication Skills

Time Allowed - Three Hours
Maximum Marks - 80

नोट :- (1) प्रश्न संख्या 1 अनिवार्य है। शेष प्रश्नों में से किन्हीं चार को हल कीजिये।

(2) सभी प्रश्नों के अंक समान है।

Note :- (1) Question No. 1 is compulsory. Attempt any FOUR questions from the remaining questions.
(2) All questions carry equal marks.

1. (a) Choose the correct antonym of the underlined word from the given options. (8)

(i) Rajasthan is a cold place.

(a) hot

(b) Big

(c) sincere

(d) Warm.

- (ii) This material is soft.
 (a) easy (b) hard
 (c) quick (d) clear
- (iii) She is full of respect for her elders.
 (a) warmth (b) care
 (c) disrespect (d) love
- (iv) She has achieved the zenith of her career.
 (a) Nadir (b) pinnacle
 (c) excellence (d) truth
- (v) He is full of virtues.
 (a) Vices (b) responsibility
 (c) stability (d) dullness.
- (vi) Use raw mangoes for pickle.
 (a) Ripe (b) tasty.
 (c) sour (d) big.
- (vii) Let there be light.
 (a) darkness (b) mortality.
 (c) fun (d) reason.
- (viii) He is a pessimist.
 (a) Optimist (b) follower.
 (c) artist (d) none of these
- (b) Choose the correct synonym of the underlined word from the given options. (8)
- (i) Can you fathom the validity of his statement?
 (a) measure (b) respect
 (c) heat (d) follow.

- (ii) What a beautiful scene!
- (a) ugly (b) gorgeous
(c) heavy (d) big
- (iii) I found the film very gloomy.
- (a) somber (b) gay
(c) trifle (d) irrational
- (iv) He is waiting for her reply.
- (a) answer (b) surprise.
(c) question (d) surprise.
- (v) Half knowledge is a dangerous thing.
- (a) information (b) books.
(c) subject (d) happiness
- (vi) They have been declared innocent by the court.
- (a) simple (b) blameless.
(c) Misfortune (d) Disorder.
- (vii) Fortune favours the brave.
- (a) Luck (b) Art
(c) Misfortune (d) Disorder
- (viii) She is an awesome girl.
- (a) excellent (b) small.
(c) beautiful (d) awful

2- Explaining the concept of 'communication' present its two definition. What are the elements of effective communication? (16)

- 4- What do you understand by 'motivation'? Discuss its types in detail. (16)
- 5- What are the barriers to effective communication. How can they be eliminated to ensure effective communication? (16)
- 6- How do you define 'memory'? What are retention techniques? Discuss. (16)
- 7- Choose the appropriate preposition from the given options to complete the sentences. (16)
- (i) Are you sure ____ the plan?
 (a) in (b) of
 (c) about (d) into
- (ii) There's a letter ____ you.
 (a) in (b) for
 (c) into (d) across.
- (iii) This house is inferior ____ the one we saw yesterday.
 (a) by (b) to
 (c) than (d) about
- (iv) ____ the air crash, he has been confined to the wheelchair.
 (a) of (b) for
 (c) in (d) since
- (v) He was furious ____ his son.
 (a) at (b) to
 (c) on (d) for
- (vi) You should not be ashamed ____ yourself.

- (a) of (b) to
(c) about (d) in
- (vii) I will say more _____ this topic tomorrow.
(a) on (b) in
(c) behind (d) into
- (viii) A refinery converts crude oil _____ petrolium.
(a) into (b) of
(c) to (d) by
- (ix) He is six year old still believes _____ faries.
(a) in (b) of
(c) to (d) for
- (x) It was a reference _____ Darwin's theory.
(a) to (b) about
(c) through (d) by
- (xi) Ann has talent _____ drawing.
(a) for (b) in
(c) about (d) at
- (xii) He has fallen _____ love with her.
(a) in (b) with
(c) ofq (d) about
- (xiii) He looked _____ me in sheer surprise.
(a) of (b) at
(c) in (d) from
- (xiv) I have been teaching _____ 8 years now.
(a) for (b) in
(c) by (d) from

(xv) Students were not satisfied

(a) with

(c) of

(b) by

(d) about

the answer.

(xvi) The dog responds _____ the word Trump.

(a) to

(c) by

(b) in

(d) with

8-

Fill in the correct article from given options to complete the sentences.

(i) He was _____ shoe maker in Jerusalem. (16)

(a) a

(c) an

(b) the

(d) none of above.

(ii) She has _____ talent for creating fuss.

(a) an

(c) an

(b) the

(d) none of above.

(iii) Their office was on _____ third floor.

(a) a

(c) an

(b) the

(d) none of above

(iv) I am placing _____ box of money in the attic?

(a) the

(c) a

(b) an

(d) none of above.

(v) There was _____ certain amount of repatition?

(a) a

(c) to

(b) the

(d) none of above

(vi) She is _____ active member of the team.

(a) a

(c) the

(b) an

(d) none of above.

- (vii) Is he ____ culprit?
(a) the (b) a
(c) an (d) none of these
- (viii) Bhanu Athaiya is ____ only Indian to win oscar.
(a) the (b) an
(c) a (d) none of above.
- (ix) Stretch your lips into ____ silent 'E'.
(a) a (b) the
(c) an (d) none of above
- (x) He has already filed ____ lawsuit.
(a) a (b) the
(c) an (d) none of above
- (xi) He seems to have ____ insatiable appetite.
(a) a (b) an
(c) the (d) none of above
- (xii) ____ preposition express Relation between two entities.
(a) a (b) the
(c) an (d) none of above.
- (xiv) ____ wise man makes his own decision.
(a) a (b) an
(c) the (d) none of above.
- (xv) He spoke in ____ annoying tone.
(a) an (b) a
(c) the (d) none of above
- (xvi) Blessed are ____ kind and merciful!
(a) the (b) an
(c) a (d) none of above.

“प्रश्न-पत्र पर क्रमांक (रोल नम्बर) के अतिरिक्त कुछ भी न लिखें, अन्यथा इसे अनुचित साधनों का प्रयोग माना जायेगा तथा नियमों के अनुसार कार्यवाही की जायेगी।”

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Roll No. 17BCA0836484

B.C.A. (III)

1736

Comm. Skills

B.C.A. (Part-III) Examination 2019

Paper- VI

BCA-306: COMMUNICATION SKILLS

Time Allowed - Three Hours

Maximum Marks - 80

नोट :- (1) प्रश्न संख्या 1 अनिवार्य है। शेष प्रश्नों में से किन्हीं चार को हल कीजिये।

(2) सभी प्रश्नों के अंक समान हैं।

Note:- (1) Question No. 1 is compulsory. Attempt any **FOUR** questions from the remaining questions.

(2) All questions carry equal marks.

- 1- a) Choose the correct antonym of the underlined word from the given options: (8 marks)
- I cannot see much likeness between the two boys.
 - Enmity
 - hatred
 - Difference
 - Dislike
 - Real happiness does not lie in material possessions.
 - Physical
 - Essential
 - Spiritual
 - Manual
 - Ashoka was a magnanimous king.
 - Petty
 - Small
 - Kind
 - Majestic
 - He succeeded in exams.
 - Achieve
 - Fail
 - Lose
 - Fast.
 - She looks very graceful in saree.
 - Awkard
 - Ignorant
 - Slow
 - Disloyal
 - A contest was organized by The Times of India.
 - Neat
 - Regular
 - Disorganized
 - Carry out.
 - It is hard to accept the fact that she's gone.
 - Unreal
 - actuality.
 - Reality
 - Factuality
 - There is a mass exodus from the cities for the beaches on most summer weekend.
 - Outflow
 - gush
 - Outpour
 - inflow

- b) Choose the correct Synonyms of the underlined word from the given options:
- She decided to abandon her job and move to Tahiti.
 - Give up
 - Restraint
 - Yield
 - Deny
 - She always strives for perfection.
 - stuck
 - Dive
 - work
 - Always.
 - It's an absolute truth.
 - Complete
 - Small
 - Division
 - Half.
 - Rakesh gave his resume in the bank.
 - Complete
 - Half
 - A new start
 - Cease
 - He is a lazy man.
 - Vitality
 - Vivacity
 - Awakening
 - Laxity.
 - We were honored by the queens presence.
 - Recognition
 - Balcony
 - Drink
 - Fruit.
 - You should given answer in brief.
 - Limited
 - Small
 - Little
 - Short
 - The nurse stayed alert for any change in the patients condition.
 - Energetic
 - Intelligent
 - Observant
 - Watchful

- 2- How would you describe good/ effective communication? Why and when do we need it?(16)
- 3- What is motivation? What are the different types of motivation? Discuss in detail? (16)
- 4- How is listening and reading important for memory management? (16)
- 5- What is Group Discussion? List the do's and don'ts.
- 6- What is positive and negative body language? Explain. (16)
- 7- You are Hari Singh. Prepare a C.V. to apply for the post of English Lecturer in Mayo College Ajmer.(16)
- 8- Use suitable article a/an/the in the following sentences. (16)

- i) She is a Urdu poetess.
- ii) He is a N.R.I.
- iii) Yesterday I met a European and a Indian.
- iv) a Ganga is a sacred river.
- v) He can play a guitar.
- vi) Which is a longest river in a world?
- vii) After a long day, a cup of tea tasted good.
- viii) I heard a interesting story yesterday.
- ix) Please give me a hammar.
- x) Please hand me a book.
- xi) My mother is a honest woman.
- xii) She is a United states senator.

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Roll No. 19BCA0

B.C.A. (III)

1736

Comm. Skills

**B.C.A. Part-III
EXAMINATION - 2021**

**Paper - VI
BCA 306 - Communication Skills**

Time Allowed : **Three Hours**

Maximum Marks : **80**

- Note :** 1. Question No. 1 is Compulsory. Attempt any four from the remaining questions.
2. All questions carry equal marks.

1. (a) Choose the correct Antonym of the underlined word from the given options:
- (i) You will certainly gain in this deal.
- (a) Lose
- (b) Loose

- (c) Miss
(d) Give up
- (ii) The court did not find him guilty.
(a) True
(b) False
(c) Innocent
(d) Criminal
- (iii) The exterior of his house is very elegant.
(a) Outer
(b) Inner
(c) Interior
(d) Posterior
- (iv) Epidemics are rare these days.
(a) Frequent
(b) Infrequent
(c) Usual
(d) Common
- (v) An idle man's mind is devil's workshop.
(a) Diligent
(b) Busy
(c) Lazy
(d) Vigil

(vi) This sword is not sharp.

- (a) Blunt
- (b) Blond
- (c) Keen
- (d) Junked

(vii) He made a very vague statement.

- (a) Inspiring
- (b) Controversial
- (c) Familiar
- (d) Clear

(viii) Which of these teams will win this time?

- (a) Lose
- (b) Loose
- (c) Loss
- (d) Victory.

(b) Choose the correct synonym of the underlined word from the given options :

(i) He spoke on a very controversial issue.

- (a) Safe
- (b) Polemical
- (c) Debatable
- (d) Popular

- (ii) There will be peace in the house when a husband's desires are in harmony with those of his wife.
- (a) Accord
 - (b) Discord
 - (c) Dispute
 - (d) Discordance
- (iii) Who will initiate a new scheme in this department?
- (a) Terminate
 - (b) Avoid
 - (c) Resume
 - (d) Begin
- (iv) His cruelty cannot be easily forgotten.
- (a) Benignity
 - (b) Ampathy
 - (c) Humanity
 - (d) Brutality
- (v) Never be a narrow minded person.
- (a) Liberal
 - (b) Illiberal
 - (c) Limited
 - (d) Unmeasured

(vi) There is an antique item in the store.

- (a) Ancient
- (b) Recent
- (c) Decent
- (d) Relevant

(vii) She is a swift runner.

- (a) Alarming
- (b) Lazy
- (c) Slow
- (d) Rapid

(viii) What I saw there was real.

- (a) Pretentions
- (b) Logical
- (c) Artful
- (d) Natural.

2. Differentiate between 'intrinsic motivation' and 'exterior motivation' and discuss their various types.
3. What is mind mapping? Show it with the help of a few diagrams.
4. Do the exam skills really help in achieving success and good grades in examination? Discuss with the help of a few major exam skills.

5. What are the major barriers to communication? Suggest some effective steps to overcome them.

6. Write short notes on the following 'Principles of Effective Writing':

- (i) Brevity
 - (ii) Clarity
 - (iii) Communication
 - (iv) Emphasis
 - (v) Passion and control
 - (vi) Revision
7. You are Suresh, presently working in a reputed MNC as analyst. Send your resume to the manager H.R. of Apple India Ltd. for the post of Senior Engineer.
8. (a) Fill in the blanks with suitable articles:
- (i) India will play One-day match tomorrow.
 - (ii) honest person will never steal.
 - (iii) This is very book I was looking for.
 - (iv) Which is longest river in the world?
 - (v) Modi ji delivered his longest speech today.

(vi) Is she not heir to her father?

(vii) Are you university student?

(viii) The Himalya is in north of India.

(b) Fill in the blanks with suitable forms of the verb:

(i) She has been (read) for two hours.

(ii) My sister has been (reward) today.

(iii) What does he (have) in his pocket?

(iv) Who (give) the best answer yesterday.

(v) A dilligent student always (work) hard.

(vi) Didn't you (know) about it?

(vii) He (be) not in the class yesterday.

(viii) Had you worked hard, you would have
(pass).

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Roll No. 20BCA50135

B.C.A. (III)

1736

Comm. Skills

B.C.A. Part-III EXAMINATION - 2022

Paper - VI

BCA 306 - Communication Skills

Time Allowed : **Three Hours**

Maximum Marks : **80**

Note : 1. Question No. 1 is Compulsory. Attempt any four from the remaining questions.

2. All questions carry equal marks.

1. (a) Choose the correct Antonym of the underlined word from the given options:

(i) He is full of deceit.

(a) shallow

(b) truthfull

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(1)

P.T.O.

- (c) deprived
- (d) belated

(ii) Ramesh does not deserve any sympathy for his deed.

- (a) cruelty
- (b) apathy
- (c) enmity
- (d) abhorrence

(iii) People are always looking for discount.

- (a) interest
- (b) premium
- (c) profit
- (d) concession

(iv) Don't intrude in my privacy.

- (a) withhold
- (b) accept
- (c) withdraw
- (d) surrender

(v) Rama has a serene personality.

- (a) jovial
- (b) moving

- (c) agitated
- (d) nervous

(vi) We all need to pacify the matter.

- (a) quarrel
- (b) challenge
- (c) threaten
- (d) darken

(vii) You must prevent him from moving out so late in the night.

- (a) excite
- (b) support
- (c) invite
- (d) incite

(viii) I was so jittery on my first air travel.

- (a) profuse
- (b) tense
- (c) bold
- (d) shaky

(b) Choose the correct synonym of the underlined word from the given options:

(i) These days his limp has become prominent.

- (a) kneel
- (b) bend

- (c) falter
(d) stoop
- (ii) Raj cannot distinguish between black and white.
(a) darken
(b) abolish
(c) differentiate
(d) confuse
- (iii) Sometimes the Barter system is practical.
(a) deal
(b) lend
(c) return
(d) exchange
- (iv) His childhood was a life of adversity.
(a) crisis
(b) misfortune
(c) failure
(d) helplessness
- (v) The dress had an exorbitant price tag.
(a) odd
(b) ridiculous
(c) excessive
(d) threatening

- (vi) I am sure he will recover soon. Don't worry.
(a) recoup
(b) revive
(c) heal
(d) return
- (vii) We must admonish for misbehaviour.
(a) threaten
(b) praise
(c) appeal
(d) support
- (viii) It was his whim to ride a mercedes.
(a) fancy
(b) clumsy
(c) desire
(d) strange behaviour
2. What are the basic skills required for communication?
3. What is the significance of feedback?
4. Silence is an effective type of non-verbal communication. Explain.
5. Why is coherence essential in any communication?

6. Write short notes on the following:

- (i) Unloading
- (ii) decoding
- (iii) grapevine
- (iv) public notice

7. Draft a job application for the post of an Accounts Officer in a leading MNC as advertised in a national daily.

8. (a) Fill in the blanks with suitable articles:

- (i) They lost their way in _____ Sahara desert.
- (ii) I saw him _____ hour or so ago.
- (iii) The bride was gifted _____ heirloom necklace.
- (iv) Be careful when you mount _____ horse.
- (v) It is not easy to be _____ mother.
- (vi) _____ dinner will be held in the lawns.
- (vii) There is _____ hotel at the end of the road.
- (viii) _____ gold mined here is of a poor quality.

(b) Fill in the blanks with suitable forms of the verb.

- (i) I _____ (walk) very fast.
- (ii) Siddharth _____ (take) coffee after dinner.

(iii) I _____ (work) hard for my GRE test these days.

(iv) Last month my wife _____ visit New York.

(v) Since she was not well, she _____ (consult) a doctor.

(vi) We _____ (see) a tiger five years ago.

(vii) My uncle _____ (join) me for dinner tonight.

(viii) Don't worry, I already _____ (inform) her about that.