

ROLL No:

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Total number of pages:[2]
Total number of questions: 6

B.C.A. 1st Sem

COMMUNICATION SKILLS-I

Subject Code:BSBC101

Time allowed: 3 Hrs

Max Marks: 60

Important Instructions:

- All questions are compulsory
- Assume any missing data

PART A (2×10)

Q. 1. Short-Answer Questions:

All Cos

- Write two uses of studying Communication Skills.
- What is non-verbal communication?
- What is indirect speech
- What is Email?
- What is grapevine communication?
- Write two barriers of effective communication.
- What is posture?
- What is SQ3R approach of reading?
- What is active listening?
- Why is feedback important?

PART B (8×5)

Q. 2. What is communication? Explain the process of communication.

CO1

OR

Explain the various barriers to communication? How can semantic barriers tackled? CO1

Q. 3. What is part of speech? Explain various parts of speech with example.

CO2

OR

What are formal letters? What is the role of formal letters in communication? CO2

Q. 4. Write a job Application letter to a TCS company Applying for the post of Executive Engineer.

CO3

OR

What is the importance of Planning and organizing while preparing a presentation? CO3

Q. 5. Explain the importance of reading and writing skills and how writing skills can be improved through understanding and practicing.

CO4

OR

Differentiate between Listening and hearing? Explain the various Barriers in listening. CO4

Q. 6. What are the characteristics of a good notice? Draft a notice for the Institute notice board informing students about 'NSS Camp' being organized in your Institute.

CO2

OR

What is non-verbal communication? Explain the importance of non-verbal communication. CO1