

*"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. ....

B.C.A. (III)

1736

Comm. Skills

B.C.A. (PART - III) EXAMINATION - 2020

Paper-VI

BCA-306 : COMMUNICATION SKILLS

Time Allowed- Two Hours

Maximum Marks - 80

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

(2) All questions carry equal marks .

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

(2) सभी प्रश्नों के अंक समान हैं ।

1.a. Choose the correct antonym of the underlined word from the given options :- 8

(i) He tried to dance , but he was too clumsy .

(a) Awkward

(b) Weak

(c) Graceful

(d) Strong

- ii. It's hard to sleep with a guilty conscience .  
(a) Ashamed (b) Innocent  
(c) Happy (d) Sad
- iii. Eating a balanced diet accompanied by regular exercise is important in maintaining a good health .  
(a) Trivial (b) Principal  
(c) Thoughtful (d) Superficial
- iv. Past dusk , the bonfires were springing up down the beach .  
(a) Sunset (b) Evening  
(c) Dawn (d) Ending
- v. She has always been very generous towards the poor and needy .  
(a) Stingy (b) Strict  
(c) Harmful (d) Liberal
- vi. A smiling face is more attractive than a beautiful face .  
(a) Appealing (b) Repulsive  
(c) Hateful (d) Amazing
- vii. Musquitos are extremely abundant in dark places .  
(a) Plentiful (b) Ample  
(c) Scarce (d) Alive
- viii. India is famous for its diverse culture .  
(a) Unknown (b) Well known  
(c) Celebrated (d) Notable

- b. Choose the correct synonyms of the underlined word from the given options :- 8
- i. The rules are made to be enforced.
- (a) replied (b) applied  
(c) supplied (d) engraved
- ii. The post master looked at the boy suspiciously.
- (a) lovingly (b) angrily  
(c) doubtfully (d) Carefully
- iii. The strongest conservative factor of a literature is the language.
- (a) Traditional (b) Ideal  
(c) Liberal (d) Broad-based
- iv. After a long day at work , peter felt lethargic.
- (a) Happy (b) Irritated  
(c) Lazy (d) Dreadful
- v. Birds learn to fly by instinct.
- (a) Behaviour (b) Practise  
(c) Intuition (d) Order
- vi. Wild cats are one of the most ferocious of all animals.
- (a) Ugly (b) Horrible  
(c) Humble (d) Aggressive
- vii. Rahul is a very brilliant person but a little queer in his ideas.
- (a) Strong (b) Strange  
(c) Straight forward (d) Ordinary

- viii. The audience was mesmerised by the speaker's voice.
- (a) Bored (b) Disgusted  
(c) Captivated (d) Turned off
2. What are the barriers to effective communication and what steps can be taken to overcome them? 16
3. Explain the written communication skills in detail. 16
4. Write in detail the nature of motivation. Also discuss the importance of motivation. 16
5. What is mind mapping? Explain its features. Choose a topic of your choice and make a mind map for the same. 16
6. (a) How does stage fear block your presentation efficiency? How can you remove stage fear? 8  
(b) While preparing a presentation what are the important points to be kept in mind? 8
7. You are Ramesh / Radha. Prepare a C. V. to apply for the post of a computer science lecturer in one of the reputed colleges of your city. 16
8. Use suitable article - a / an / the in the following sentences :- 16
- i. Karan is \_\_\_\_\_ best student in his class.
- ii. Raja Harish Chandra was \_\_\_\_\_ honest king.
- iii. I met \_\_\_\_\_ stranger in my dreams.
- iv. She returned after \_\_\_\_\_ hour, from \_\_\_\_\_ school.

- v. There is \_\_\_\_\_ institution for \_\_\_\_\_ blind in this city .
- vi. \_\_\_\_\_ camel is \_\_\_\_\_ ship of \_\_\_\_\_ desert .
- vii. I had \_\_\_\_\_ egg and \_\_\_\_\_ glass of milk for my breakfast.
- viii. Rita met with \_\_\_\_\_ accident on \_\_\_\_\_ flyover near her house , last night .
- ix. My brother lives in \_\_\_\_\_ apartment , in \_\_\_\_\_ city centre .