

"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 - 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

- (c) depraved
 - (d) blatant
- (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) Somtimes 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) priase

(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.

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