

(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