

- a person who is not easily pleased
- that which can't be corrected

- (b) Add suffixes :
car, bond, machine, motive, clear
- (c) What is the use of preposition? 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 skills ?
- (b) What are the characteristics of a good presentation ?

Roll No. 7016532

97672

B.C.A. 3rd Semester (New) Examination- November, 2016

Communication Skills (English)

Paper-BCA-204

Time : 3 hours

Max. 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 the 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. All questions carry equal marks.

1. Compulsory question:

- (a) What are the objectives of communication ?

- (b) What are the principles of effective communication ?
- (c) What are LSRW skills ?
- (d) What is dyadic communication?
- (e) Differentiate suffix and prefix with example.
- (f) What is meant by articulation?
- (g) Discuss the characteristics of a good presentation.
- (h) Differentiate between an interviewer and an interviewee.

Unit-I

- 2. (a) What is communication process? Explain and give various components of it.
- (b) How effective communication is defined? Discuss the barriers to effective communication.
- 3. (a) Critically examine the basic model of communication.

- (b) "The objective of communication process is that the receiver should understand the message as the sender intends". Comment.

Unit-II

- 4. (a) What are the important types of communication skills and discuss the importance of each.
- (b) Enlist the advantages and disadvantages of verbal communication.
- 5. (a) What are the points to keep in mind while giving an oral presentation?
- (b) Why group discussions are held? Discuss different techniques used in organizational group discussion.

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