

Roll No.

97672

**BCA 3rd Semester
Examination – December, 2022**

COMMUNICATION SKILLS (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, selecting *one* question from each Unit. Question No. 1 is *compulsory*. All questions carry equals marks.

1. Answer any *eight* of the following questions :

8 × 2 = 16

- (a) What is communication ? 5
- (b) Write a note on the scope of communication. 6
- (c) What is encoding and decoding ?
- (d) What is communication process ?

- (e) What is communication barrier ?
- (f) Explain the semantic barrier
- (g) What is verbal communication ?
- (h) What is dynamic communication ?
- (i) Form words from prefixes : Anti dis
- (j) Form words from suffixes : able, ance.
- (k) Give synonyms of the words : Calm, Careful
- (l) Give antonyms of the words : Idle, Fair.

UNIT – I

- 2. What do you mean by communication ? State its functions. 16
- 3. Define communication. Explain the factors that are responsible for its growth. 16

UNIT – II

- 4. What is verbal communication ? Explain the features of effective verbal communication. 16
- 5. Define Oral communication. What are its advantages ?

16

UNIT - III

6. (a) Define soft skills. How these can be developed? 16

(b) Describe misconceptions about soft skills.

7. (a) Form the words from the following prefixes 16

Mono Multi Re en

(b) Form the words from the following suffixes

..... less, ful, ess, dity

(c) Illustrate the meaning of the following words

Loose, lose - breaks, brakes - duel, duel - accept.

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(d) Give the **one** word substitute for the following .

(i) Absence of government

(ii) One who does not believe in the existence of God.

(iii) The life history of a person written by himself

(iv) Government by people

UNIT - IV

8. What is reading efficiency? How will you improve reading efficiency? 16

9. What are the objectives of Interviews? 16

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