

Roll No. ....

Total Pages : 3

**311304**

**December 2023**

**BCA - III SEMESTER**

**Communication Skills (BCA-17-204A)**

Time : 3 Hours]

[Max. Marks : 75

**Instructions :**

1. *It is compulsory to answer all the questions (1.5 marks each) of Part-A in short.*
2. *Answer any four questions from Part-B in detail.*
3. *Different sub-parts of a question are to be attempted adjacent to each other.*

**PART-A**

1. (a) What is feedback loop in communication? (1.5)
- (b) Differentiate between critical listening and hearing. (1.5)
- (c) Define cross-cultural communication. (1.5)
- (d) Role of Silence in communication. (1.5)
- (e) Differentiate between Verbal and Non-Verbal Communication. (1.5)
- (f) Eye Contact. (1.5)

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- (g) Speed variation in speech. (1.5)
- (h) Proxemics. (1.5)
- (i) Sign Language. (1.5)
- (j) Encoding. (1.5)

**PART-B**

- 2. (a) Discuss the barriers in oral communication and suggest the ways to overcome them. (10)
- (b) What do you mean by body language? Discuss its various aspects in detail. (5)
- 3. (a) Write a note on the saying, "The face is the index of the mind". (5)
- (b) How are communication skills interlinked with efficient functioning of an organization? Discuss. (10)
- 4. Define and discuss any communication model of your choice at length. (15)
- 5. (a) Every successful and effective presentation requires 4-s. Explain this statement. (5)
- (b) Explain the important C's of good communication. (10)

- 6. (a) Do as directed : (10)
  - (i) Make a word with the prefix - im
  - (ii) Make a word with the suffix - sion
  - (iii) Identify the correctly spelled word : Forty or Forty.
  - (iv) Give the synonym for : abundant
  - (v) Give an antonym for : harmony.
  - (vi) Give one word for: The science of Government.
  - (vii) Questions will be answered by a ..... of experts.
  - (viii) There is a good restaurant ..... the end of the street. (Fill the right preposition)
  - (ix) It is ..... absurd story. (Fill the right article).
  - (x) By the next month we ..... (complete) the project.
- (b) Write a dialogue between a teacher and a student who has not submitted his/her assignment to the teacher on the scheduled day. (5)
- 7. Explain at length the important points that an interviewee should consider for attending the interview. (15)