

- a person who is easily pleased
- that which is corrected

(b) Add suffixes :
car, bond, machine
motive, clear

(c) What is the use of position? Give five examples to specify use of it.

7. (a) What are the ways to improve vocabulary?

(b) How language resources are used to develop the fluency?

Unit

8. (a) What are the ways to make the speech effective?

(b) Discuss the ways to prepare for professional interviews.

9. (a) What are the ways of acquiring reading skills?

(b) What are the characteristics of a good presentation?

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**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 ?
- (d) What is dyadic communication?
- (e) Differentiate suffix and prefix with example.
- (f) What is meant by communication?
- (g) Discuss the characteristics of a good presentation.
- (h) Differentiate between an interviewer and an interviewee.

Unit-II

2. (a) What is communication process? Explain and give its various components of communication.
- (b) How effective communication is defined? Discuss the factors 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