

(b) Add suffixes :

car, bond, machi      tive, clear

(c) What is the u      conjunction ? Give *five*  
examples to spec      use of it.

7. (a) What are the wa      mprove vocabulary ?

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

l      IV

8. (a) What are the wa      ake the speech effective ?

(b) Discuss the wa      prepare for professional  
interview.

9. (a) What are the wa      equiring reading skill ?

(b) What are the cha      stics of good presentation ?

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BCA 3rd Semester (New)  
Examination – November, 2017

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 ?

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- (c) What are the tactics of listening skill ?
- (d) What are the stages 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

2. (a) Define communication and explain the process of communication with examples.
- (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