

Unit-IV

8. (a) What is Interview ? Describe the steps in the interview process.
(b) Differentiate between Presentation and Speech.
9. (a) How to make effective speech ?
(b) Explain the main types of Interview.

Roll No. :

Total No. of Questions : 9] [Total No. of Pages : 4

97672

BCA 3rd Semester (New)
(Full & Reappear)
Examination, March-2021

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, selecting at least *one* question from each Unit. Question No. 1 is compulsory. All questions carry equal marks.

(Compulsory Question)

1. (a) What is Decoding ?
(b) State Cultural Barrier.
(c) Write a note on Group Discussion.
(d) Define Dictation.

- (e) What is Prefix ? Explain with examples.
- (f) Define Conjunction with examples.
- (g) Write a note on Stage Fright.
- (h) Write a note on Speech Manuscript.

Unit-I

- 2. (a) What is Communication Process ? Explain the theories of communication.
- (b) What do you mean by Communication Barriers ? Explain various measures to overcome the communication barriers.
- 3. (a) Explain David Berlo's Communication Model.
- (b) How to overcome the communication barriers ?

Unit-II

- 4. (a) Define Non-verbal Communication. Explain its importance.
- (b) What is Listening ? Describe its process.
- 5. (a) Explain 5C's of Communication.
- (b) Define Soft Skills. How these can be developed ?

Unit-III

- 6. (a) Discuss various ways to improve vocabulary.
- (b) How language games are used to develop the fluency ?
- 7. (a) Give one word substitute :
 - The life history of a man written by himself
 - People working together in the same office or department.
 - A thing that is fit to be eaten.
 - Work for which no salary is paid.
 - A sound that cannot be heard.
 - Lover of mankind.
- (b) Make words with the following prefixes :
 - Un , Dis ,
 - Extra , Semi
 - Anti
- (c) Make words with the following suffixes :
 - er, ful, ry,
 - ed, ly.