

**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.

97672\_4750

( 4 )

RD-566

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.

97672\_4750

( 1 )

RD-566 P.T.O.



- (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 ?

97672\_4750

( 2 )

**RD-566**

**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.

97672\_4750

( 3 )

**RD-566**

P.T.O.