

Roll No. ....

**OLE-97672**  
**BCA 3rd Semester (New)**  
**Examination – April, 2021**  
**COMMUNICATION SKILL (English)**  
**Paper : BCA-204**

*Time : Three Hours ]*

*[ Maximum Marks : 80*

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*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.*

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**Note :** Attempt *five* questions in all, selecting *one* question from each Unit. Question No. 1 is *compulsory*. All questions carry equal marks.

**1. Compulsory question :** Write notes on :

- (a) State cultural barriers
- (b) Semantic barrier
- (c) Face to face conversation
- (d) Gestures
- (e) Fill in the blanks with conjunctions.
  - (i) I am in the right, ..... you are in the wrong.

- (ii) Giving up wrong pleasure is not self-sacrifice,  
..... self-culture.
- (f) Write a short note on auxiliaries.
- (g) What is public speaking ?
- (h) Write a note on promotion interview.

### **UNIT – I**

- 2.** (a) Explain communication model in brief.  
(b) Discuss communication theories.
- 3.** (a) What do you mean by communication barriers ?  
Explain their important causes.  
(b) Discuss the steps to be taken to overcome the  
barriers to communication.

### **UNIT – II**

- 4.** (a) Define oral communication. What are its  
advantages ?  
(b) What is listening ? Distinguish between hearing  
and listening.
- 5.** (a) Define soft skills. How these can be developed ?  
(b) What is a dialogue ? How it can be developed ?

### UNIT – III

6. (a) Discuss some language skills and ways to improve vocabulary.
- (b) Explain some mistakes in spoken and written English.
7. (a) Give one word for the following :
- (i) Value that is beyond all price.
  - (ii) The government of lords and nobles.
  - (iii) A doctor who treats diseases and disorders of the nerve system.
  - (iv) A disease commonly caught by touching others.
  - (v) The killing of a king.
  - (vi) Something which cannot be read.
  - (vii) That which cannot be heard.
  - (viii) Prayers offered in the evening.
- (b) (i) Make words with the following prefixes :
- Anti ....., Vice ....., Un .....,  
Under .....
- (ii) Make words with the following suffixes :
- ..... ance, ..... dom,  
..... ment, ..... ful.

## UNIT – IV

8. (a) How will you plan a presentation ? Explain.  
(b) What should be done to face the interview board successfully ?
9. (a) Discuss important characteristics of a good speech.  
(b) State the guidelines in for effective public speaking.
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