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8

(b) Write notes on :

(i) Audio-Visual aids in presentation

(ii) Audience interaction

9. (a) How will you plan a presentation ? Explain.

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(b) Write short notes on :

(i) Stress interview

(ii) Assessment interview

BCA 3rd Semester Examination,

February-2022

COMMUNICATION SKILL (ENGLISH)

Paper-BCA-204

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Time allowed : 3 hours]

[Maximum marks : 80

*Note : Attempt five questions in all. Question No.1 is compulsory. In addition to compulsory question attempt four more questions selecting one question from each unit.*

1. Answer the following Short-answer Type questions : Type  
8×2=16

- (a) Write a note on the scope of communication.
- (b) What is encoding and decoding ?
- (c) Write a short note on gestures.
- (d) What are the 5C's of Communication ?
- (e) Write a note on ways to improve vocabulary.
- (f) Define suffix and prefix with examples.
- (g) What is a presentation ?
- (h) Explain the characteristics of a good speech.

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2. (a) What do you mean by communication ? Discuss features of communication. 8
- (b) Write notes on the following : 8
  - (i) Semantic barriers
  - (ii) Cultural barriers to communication

Unit-I

3. (a) Is it possible to overcome the barriers to communication ? Explain various measures. 8
- (b) Write note on the following : 8
  - (i) The communication process
  - (ii) The interactional model of communication

Unit-II

4. Develop a dialogue between a patient and a doctor. 16
5. (a) Define the term 'dyadic communication'. Explain the tips for making effective dictation. 8
- (b) Comment on the following statements : 8
  - (i) To be a good listener adjust to the given situation
  - (ii) Active listening is the best listening

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Unit-III

6. (a) Give one word substitute for the following : 6
  - (i) Absence of government
  - (ii) The science which treats of life
  - (iii) People working together in the same office or department
  - (iv) That which cannot be read
  - (v) Medical examination of a body held after death
  - (vi) A thing that cannot be seen with human eyes.
- (b) Add suffixes to each of the following : 5  
Happy, Teach, India, Wash, Beauty
- (c) Give antonyms of the following words : 5  
Diligent, Flexible, Mind, Oral, Wealth

7. (a) What do you mean by Vocabulary ? Suggest some ways to improve vocabulary. 8
- (b) Write detailed note on language games. 8

Unit-IV

8. (a) What is interview ? What are the objectives of interviews ? 8

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[P.T.O.]