

UNIT – IV

8. What is reading efficiency ? How will you improve reading efficiency ? 16
9. What are the objectives of Interviews ? 16

Roll No.

97672

BCA 3rd Semester

Examination – December, 2022

COMMUNICATION SKILLS (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 *one* question from each Unit. Question No. 1 is *compulsory*. All questions carry equals marks

1. Answer any *eight* of the following questions :

8 × 2 = 16

- (a) What is communication ?
- (b) Write a note on the scope of communication.
- (c) What is encoding and decoding ?
- (d) What is communication process ?

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- (e) What is communication barrier ?
- (f) Explain the semantic barrier.
- (g) What is verbal communication ?
- (h) What is dynamic communication ?
- (i) Form words from prefixes : Anti dis
- (j) Form words from suffixes : able, ance.
- (k) Give synonyms of the words : Calm, Careful.
- (l) Give antonyms of the words : Idle, Fair.

UNIT – I

- 2. What do you mean by communication ? State its functions. 16
- 3. Define communication. Explain the factors that are responsible for its growth. 16

UNIT – II

- 4. What is verbal communication ? Explain the features of effective verbal communication. 16
- 5. Define Oral communication. What are its advantages ? 16

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UNIT – III

- 6. (a) Define soft skills. How these can be developed ? 16
- (b) Describe misconceptions about soft skills.
- 7. (a) Form the words from the following prefixes : 16
Mono Multi Re en
- (b) Form the words from the following suffixes :
..... less, ful, ess, ility.
- (c) Illustrate the meaning of the following words :
Loose, lose – breaks, brakes – dual, duel, – accept, except
- (d) Give the *one* word substitute for the following :
 - (i) Absence of government.
 - (ii) One who does not believe in the existence of God.
 - (iii) The life history of a person written by himself.
 - (iv) Government by people.

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