

I-226

B. C. A. (First Semester) Examination, 2012

(New Course)

(2012-13 / 2010-11)

(For Regular/ATKT/Ex. Students)

COMMUNICATION SKILLS-I

Time Allowed : Three hours

Maximum Marks : 50

Note : Attempt five questions choosing one from each unit. All questions carry equal marks.

Unit-I

✓ Define Communication. Explain the process of communication

Or

✓ What is Effective Communication? Briefly discuss the various barriers to communication.

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Unit-II

2. What are various objectives of Communication? Explain in detail.

Or

1. Write an essay on the principles of communication.

Unit-III

3. What are the different forms of Oral Communication? How can oral communication be made effective?

Or

1. What is the significance of face to face communication?

Unit-IV

4. What is Bio-data? How it is prepared? Explain with examples.

Or

Write short notes on any two of the following :

(i) Interview preparations

(ii) Seminar

(iii) Group Discussion

(iv) Official Correspondence

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Unit-V

5. Discuss various types of reports and prepare a report on any topic of your choice.

Or

- Supply a title for the following passage and give it *Precis* in about the one-third of its length.

It is our duty to obey our parents. It means that we should always do what they tell us to do. All that we have is given to us by our parents. They tend us when we are too young to do anything for ourselves. They keep a watch over us in times of sickness, provide for our amusement, teach us the principles of religion and guard us from evil influences. Obedience is a very simple way of showing gratitude for these benefits. It is the way that is well within the reach of the young infant as well as the full grown son.