

H-226

**B. C. A. (First Semester) Examination,
Oct.-Nov. 2015**

(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

1. Explain the meaning and process of communication. 10

Or

Write a short note on various communication skills.

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Unit-II

2. Write an essay on essentials of effective communication. 10

Or

Write a short note on types of communication.

Unit-III

3. What is the significance of face to face communication? Suggest some ways to make face to face communication effective. 10

Or

Define the term presentation. What preparation are needed before making a presentation?

Unit-IV

4. Suggest some ways and means of making a selection interview successful. 10

Or

Write a short notes on any two of the following :

- (i) Bio-data
- (ii) Bibliography
- (iii) Seminar paper

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Unit-V

5. What are the various methods involved in writing a technical report. 10

Or

What is the purpose of writing report? Write a report on any topic of your choice.