

Roll No:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

BCA
(SEM I) THEORY EXAMINATION 2024-25
COMMUNICATION SKILLS

TIME: 3 HRS

M.MARKS: 70

Note: Attempt all Sections. In case of any missing data; choose suitably.

SECTION A

1. Attempt all questions in brief. 2 x 07 = 14

a.	What do you mean by communication? Explain r paste your questions in these rows.
b.	Illustrate the role of word games.
c.	Compare between encoding and decoding in communication.
d.	Define inter personal communication.
e.	Discuss the various signs of Empathy.
f.	Write two principles of effective writing.
g.	Define self confidence.

SECTION B

2. Attempt any three of the following: 07 x 3 =21

a.	How does Empathy help in regulating emotions?
b.	Explain Proxemics briefly.
c.	Write the objectives of Group Discussions.
d.	Write the advantages and disadvantages of Oral Communication.
e.	Discuss the importance of time management.

SECTION C

3. Attempt any one part of the following: 07 x 1 = 07

a.	How can we improve speed reading? Compare skimming reading and scanning reading.
b.	Describe the various characteristics of Courage. What is the role of courage in personality development?

4. Attempt any one part of the following: 07 x 1 = 07

a.	Explain values and its types. How it can be useful in workplace?
b.	What is teamwork? identify its importance at various stages of working environment.

5. Attempt any one part of the following: 07 x 1 = 07

a.	What are the types and objectives of an interview? Design a short conversation between an interviewee and an interviewer.
b.	Compare the common and uncommon features of a Debate and a Discussion.

6. Attempt any one part of the following: 07 x 1 = 07

a.	Summarize Emotional Intelligence. What are the ways to improve it?
b.	Define leadership. Explain its various qualities.

7. Attempt any one part of the following: 07 x 1 = 07

a.	Define verbal and non verbal communication. Explain the full process of communication.
b.	Define Chronemics. Describe the role of paralinguistic features in professional presentation skills.