

S.No. : 624

NISSCC1101

No. of Printed Pages : 03

Following Paper ID and Roll No. to be filled in your Answer Book.

PAPER ID : 39805 Roll No.

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BCA Examination 2023-24

(Odd Semester)

COMMUNICATIVE ENGLISH

Time : Three Hours] [Maximum Marks : 60

Note :- Attempt all questions.

SECTION-A

1. Attempt all parts of the following : $1 \times 8 = 8$

- (a) What is communication?
- (b) Explain types of gestures.
- (c) Consideration.
- (d) Define suffixation.
- (e) Deductive method.
- (f) Verbal communication.

[P.T.O.]

(g) Cohesion.

(h) Narration.

SECTION-B

2. Attempt any two parts of the following. $6 \times 2 = 12$

- (a) What are the differences between technical and general communication?
- (b) How do you explain interpersonal and intrapersonal barrier of communication?
- (c) What do you mean by active listening? Explain in detail.
- (d) Explain the process of communication.

SECTION-C

3. Attempt any two parts from each question. Each part carry equal marks. $8 \times 5 = 40$

- (a) What is verbal communication? Explain types of verbal communication.
- (b) Explain 7C's of business communication.

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(c) Write short note on followings :

- (i) Upward communication
- (ii) Downward communication
- 4. (a) How do you identify word formation processes?
- (b) What should a participant do and do not do in a group discussion? Explain in detail.
- (c) What is interview? Explain the types of interview.
- 5. (a) What are the methods of paragraph development and its definition?
- (b) Describe prerequisites of good sentences.
- (c) How do you prepare resume with cover letter? Explain.
- 6. (a) What is presentation skills and explain four main types of presentation skills?
- (b) Define report. Discuss various types of report in detail.
- (c) What is kinesies? Explain its importance.

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