

Dec 2016

Bachelor of Computer Applications. (BCA) Examination

III Semester

(Communication Skills)

Time 3 Hours] [Max. Marks 40

Note : All questions are compulsory. All questions carry equal marks. Draw appropriate model, where applicable and be specific.

1. What do you understand by Communication ? How communication process takes place ? Explain with help of a model.

OR

What is Listening ? Why should we listen to others, when others don't listen to us ?

2. There-are numerous barriers in the communication process. How can we overcome these barriers ?

OR

What preparation one should do before appearing in an interview ? Give all dos and don'ts for the interview.

3. What is Kinesics ? How can we use in day-to-day life for animals and children ?

OR

You are going for summer training for six weeks. How would you go about it and give bio-data for the company ? Give all details in the CV.

4: What are the 'rules of five' and 'seven Cs of good communication' ?

OR

Give only CV headings with a covering letter and no details required.

OR

What is Johari Window and TA ? In which window, you would like to place yourself and what type of transaction you would like to apply in your day to day communication ?

5. What are the essential of a good business letter and explain these essentials of a business letter in detail.

OR

You have been asked to organize a technical seminar for a period of two days for the library and labs. How would you like to go about it ?