

Dec 2015

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-tri-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 details in the CV. 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 td 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 ?