

PARUL UNIVERSITY
FACULTY OF IT & COMPUTER SCIENCE
BCA Summer 2017 – 18 Examination

Semester: 1**Subject Code: 05193101****Subject Name: Communication Skills-I****Date: 09/06/2018****Time: 10.30 am to 1.00 pm****Total Marks: 60****Instructions:**

1. All questions are compulsory.
2. Figures to the right indicate full marks.
3. Make suitable assumptions wherever necessary.
4. Start new question on new page.

Q.1 Answer the followings.**A. Write short notes.****(05)**

1. Definition and Process of Communication.
2. Discuss the Basics of Communication in detail.
3. Explain different barriers to communication in detail.
4. Importance of Body Language in communication.
5. Explain Proxemics in detail.

B. Multiple choice type questions/ Give the sentence true or false. (Each of 01 marks)**(10)**

1. Would you please give me _____ orange juice? (a / some / an)
2. Carl is _____ American. (a, an, the)
3. That is _____ bag of flour. (a / some / an)
4. Someone is calling _____ outside. (you, your, yours)
5. The principal punished _____ because he was lazy. (her, him, it)
6. The correction fluid was here a minute ago. _____ is not here now. (he, she, it)
7. I can't do these sums. Will you please help _____? (me, my, mine)
8. The babies are sleeping. Don't disturb _____. (me, them, him)
9. I like Leon. _____ is my best friend. (he, his, her)
10. Is he your father? Yes, _____ is. (she, it, he)

Q.2 Answer the followings. (2 or 3 Mark Questions.) (Three Q- 2 marks & Two Q-3 marks.)**(15)**

1. Explain Importance of visual aids in brief.
2. Explain Para linguistics in brief.
3. Make a list of different levels of Communication.
4. What is Chronemics? Discuss in detail.
5. Tips for effective listening.
6. How to prepare and present an effective presentation.

Q.3 Answer the following. (Any three)**(15)**

1. Suggest some different tips to improve reading fluency.
2. Discuss Difference between General and Technical Communication.
3. Explain Listening and Hearing in detail.
4. Discuss different techniques of reading in detail.

Q.4 Answer the following.**A. What is Kinesics? Discuss in detail.****(05)****B. What is Communication? Explain Communication process in detail with the help of****Communication Diagram.****(10)**

OR

Write an E mail to the Librarian of your institute and request her to allow you to arrange a book

B. fair at the institute library. Inform her about the possible activities at the institute library with schedule.**(10)**