

(4)

Code No. : BC-01/130

Unit - V

Q.5 A What are the key presentation skills. Explain in brief. (2)

Q.5 B What are the common mistakes to avoid during group discussion? (2)

Q.5 C What are affective presentation skills and how to improve them? (5)

OR

What are the types of group-discussion one may encounter?

Q.5 D Give tips and strategies for an effective presentation. (7)

OR

Discuss role of Group Discussion in various settings.

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Roll No.....

Total No. of Units : 05

Total No. of Printed Pages : 04

Code No. : BC-01/130

Semester Examination December 2024-25

BCA - I Semester ATKT (Old Course)

COMMUNICATION SKILLS

Paper - VI

COMMUNICATION SKILLS

Time : 3 Hrs.

Max.Marks : 80

Minimum Passing Marks : 32

- Part A and B of each unit are very short answer type questions which are to be answered in one or two sentences [Total Marks 4].
- Question Part C of each unit are short answer type questions, word limit 100-150 [Marks 5].
- Question Part D of each unit are long answer type questions, word limit 300-350 [Marks 7].

Unit - I

Q.1 A Introduce communication skills. (2)

Q.1 B What are the barriers of communication explain. (2)

Q.1 C What are the different steps in the process of communication? (5)

OR

What is the role of listening in communication and describe its types.

P.T.O.

(2) Code No. : BC-01/130

(3) Code No. : BC-01/130

Q.1 D Describe in detail the four communication skills SLRW. (7)

OR

Discuss some important tips to improve reading skills.

Unit - II

Q.2 A What is an official communication? (2)

Q.2 B Why is agenda important in communication? (2)

Q.2 C What is the primary purpose of a notice? (5)

OR

Describe characteristics of New Media or Modern media of communication.

Q.2 D What are the essential elements of meeting agenda and minutes? (7)

OR

What kind of communication does vedia conferencing allow? Explain with its advantages and disadvantages.

Unit - III

Q.3 A Is the report for information or does it seek action? (2)

Q.3 B What is precis in simple words? (2)

Q.3 C How to start and write a report. Explain with example. (5)

OR

Write a description of an event witnessed by you that shakes you.

Q.3 D What are steps to write a precis. (7)

OR

What is an ideal approach of writing precis what should be its length.

Unit - IV

Q.4 A What is Reading comprehension? (2)

Q.4 B What is the difference between formal letter and Informal Letter? (2)

Q.4 C How are Reading comprehension skills developed? (5)

OR

Describe types of formal letters.

Q.4 D You are a resident of Shivaji Nagar Pune. You are concerned about the increasing numbers of road mishaps in your city. write a letter to the editor of a local magazine 'Jan Chetna' highlighting the problem and suggesting measurer to check the problem. (7)

OR

Describe the importance of reading and comprehension in communication.