

**Roll No. ....**

**Total No. of Questions : 7**

**Total No. of Pages : 02**

**BCA (Sem.-1st)**

**COMMUNICATION-I**

**Subject Code : BSBC-101 (2011 Batch)**

**Paper ID : [B1107]**

**Time : 3 Hrs.**

**Max. Marks : 60**

**INSTRUCTION TO CANDIDATES :**

- 1. SECTION-A is COMPULSORY.**
- 2. Attempt any FOUR questions from SECTION-B.**

**SECTION-A**

**(10 × 2 = 20 Marks)**

1. Write short notes on the following :

- (a) What is non-verbal communication ?
- (b) Explain the types of business communication.
- (d) What are the disadvantages of group discussion?
- (e) What is the difference between hearing and listening ?
- (f) Mention any two aspects that need to be taken care of while writing a business letter.
- (g) Give a few advantages of effective writing.
- (h) What are the advantages of feedback in communication ?
- (i) What are the advantages of effective speaking ?

**SECTION-B**

**(4 × 10 = 40 Marks)**

2. (a) Define the barriers of communication. Also explain the ways to handle the barriers to improve the communication process.
- (b) Explain the importance of business communication.

3. Explain how reading and writing skills affect the communication process?
4. Do as directed :
  - (a) The mother said to her daughter, "I don't like your behavior". (Change in Indirect Narration)
  - (b) I will resume duty tomorrow. (Change the sentence in negative).
  - (c) We are not late for dinner. (Rewrite the sentence in singular).
  - (d) The Sun is shining brightly. (Fill in the blank with 'a', 'an' or 'the').
  - (e) He is more learned than I. (Correct the sentence).
  - (f) They enjoyed very much. (Use the correct pronoun).
  - (g) Expand SENSEX.
  - (h) Expand ISRO.
  - (i) Expand WHO.
  - (j) Explain creative writing.
5. Write a job application letter to a TCS company applying for the post of
6.
  - (a) Discuss, with examples, the various barriers to effective listening.
  - (b) Elaborate the role and advantages of audio visual aids in oral presentation.
7. Explain various types of communication. Also discuss the importance of effective communication for an engineer.