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003-003101

B.C.A. (CBCS) (Sem.-I) Examination
December-2013
Communication Skill

Faculty Code : 003
Subject Code : 003101

Time : 2½ Hours]

[Total Marks : 70

- Instructions : (1) Answers of the Que.-1 (MCQs) are to be written in your main answer-book.
(2) Mention your options clearly.
(3) Figures at the right indicate maximum marks.

I. MCQs :

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- (1) We say this is a dead mouse but _____ are three dead mice.
(a) that (b) those
(c) this (d) these
- (2) Choose the correct sentence :
(a) A goldsmith sells golds. (b) A goldsmith sell gold.
(c) A goldsmiths sells golds. (d) A goldsmith sells gold.
- (3) Rajan is a _____ student. (He always gets first rank in his class)
(a) bright (b) dull
(c) obedient (d) kind
- (4) Priya is _____ naughty girl.
(a) a (b) the
(c) an (d) no article
- (5) John _____ in a multi-speciality hospital.
(a) work (b) works
(c) working (d) is work

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- (6) The sun _____ in the East.
(a) rise (b) rises
(c) does not rises (d) does not rise
- (7) Anand and Rakesh _____ football every day.
(a) are playing (b) is playing
(c) play (d) plays
- (8) Our ancestors _____ in villages.
(a) lives (b) was lived
(c) lived (d) was living
- (9) When Chris Cayle got up, his nose _____.
(a) bled (b) is bleeding
(c) were bleeding (d) was bleeding
- (10) lion : cub :: _____ : _____.
(a) egg : hen (b) tadpole : fish
(c) goat : bleat (d) cow : calf
- (11) An effective system of communication helps in saving of _____.
(a) time and effort (b) money and office
(c) place and time (d) efficiency and decisions
- (12) There are two categories of communication channels.
(a) Formal and Informal (b) Internal and External
(c) Verbal and Non-verbal (d) Single chain and Double chain
- (13) In communication the receiver _____ the message.
(a) decodes (b) encodes
(c) relays (d) broadcasts
- (14) Written communication is a _____.
(a) useless activity (b) creative activity
(c) speedy activity (d) careless activity
- (15) _____ is a type of oral communication.
(a) Notice (b) Posture
(c) Interview (d) Analysis

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- (16) The communication that occurs without written or spoken words is known as _____.
- (a) vertical communication (b) non-verbal communication
(c) verbal communication (d) non-verbal communication
- (17) In paralanguage, what does 'para' mean ?
- (a) like (b) dislike
(c) likely (d) unlikely
- (18) Decoration in a celebration is a type of _____ communication.
- (a) verbal (b) non-verbal
(c) oral (d) all the three
- (19) Which of the following is not a letter format ?
- (a) Semi block (b) Full block
(c) Double block (d) Modified block
- (20) Feedback can also be called a _____.
- (a) reflection (b) reproduction
(c) release (d) response

2. Write detailed answers of the following questions : (Any Two) **20**

- (1) Define communication and explain the process of communication.
(2) What is body language ?
(3) Explain presentation skills.
(4) What is public speaking ?

3. Write any two of the following : **15**

- (1) Write a letter to the Municipal Commissioner, Rajkot about the garbage mis-management in the city.
(2) Prepare an inquiry letter for computer related goods for your college computer-lab.
(3) On behalf of Nishant prepare an application for the post of a manager in a multi-national bank.
(4) As the Director of a company submit a report on the nuisance of local boys around the firm.

4. Write any two of the following :

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- (1) Write a letter to your cousin regarding your vacation trekking camp at Manali.
(2) On behalf of Agni Electricals, Junagadh, put an order for vacuum cleaners.
(3) Prepare an annual sales-report on behalf of Green Fibre Garments.
(4) Draft a press release regarding your college N.S.S. camp organized in Sasan Gir last month.