



PBJ-222222222222-A Seat No. _____

B. C. A. (Sem. I) (CBCS) (W.E.F. 2017) Examination
November / December - 2018
Scientific Technical Communication Skills

Time : $2\frac{1}{2}$ Hours]

[Total Marks : 70

Instruction : Figures in the right side indicate marks.

1 What is communication ? Write a detailed note on the scope of communication. 14

OR

1 Discuss various types of communication and their limitations. 14

2 Discuss the basic principles of written communication. 14

OR

2 Write a note on the advantages and disadvantages of written communication. 14

3 Discuss disadvantages of oral communication. 14

OR

3 Write a detailed note on various styles of oral communication. 14

4 Write a detailed note on the process of listening. 14

OR

4 What is Proxemics ? Write a note on it. 14

5 (a) Write short note on any **one** of the following : 7

- (1) Kinesics
- (2) Paralanguage.

(b) Write short note on any **one** of the following : 7

- (1) Passive listening.
- (2) Difference between Hearing and Listening.