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BACHELOR OF COMPUTER APPLICATIONS (B.C.A.)/
SPECIALIZATION IN CYBER SECURITY (CS)
EXAMINATION: DECEMBER- 2024/JANUARY-2025
SEMESTER - II

CB
60:40

Sub: Communication Skills (BCA–241-20/BCA-CS-241-20/BCA23-205/BCAC23-205)

Date : 07/01/2025

Total Marks : 30

Time: 10.00 am To 11.30 am

Instructions:

1. All questions are compulsory unless and otherwise stated.
2. Bold figures to the right of every question are the maximum marks for that question.
3. Candidates are advised to attempt questions in order.

Q.1. Fill in the blanks: (5)

1. A ____ is a written message sent to someone working in the same organization.
2. _____ communication is the exchange of information among employees in different work units
3. Non-verbal cues transmitted by the communicated account for the remaining ____ or more.
4. ____ or tactile methods are very effective modes of communication.
5. The process of bringing the voice under control is known as ____

Q.2. True or False (5)

1. Management communicates with lower-level employees through such means as memos is upward communication.
2. Flow of information among peers within the same work unit is called as vertical communication
3. Clarity of expression is only form of clarity.
4. In order for communication to take place, there first must be a stimulus is required
5. Silence is often used to communicate feelings such as disapproval.

Q.3. Answer the following: (Any 5) (10)

1. What is Letter
2. What is Euphemisms?
3. What is Idioms?
4. Define Kinesics?
5. Define gesture?
6. What is Discriminative listening?

Q. 4. Answer the following: (Any 1) (10)

1. Write in Detail about Paralanguage
2. What are seven C's of oral communication write in detail
3. Write in details about barriers of effective listening