

TILAK MAHARASHTRA VIDYAPEETH, PUNE
BACHELOR OF COMPUTER APPLICATIONS (B.C.A.)/
BACHELOR OF SCIENCE (CYBER SECURITY)/
BACHELOR OF COMPUTER APPLICATIONS (CYBER SECURITY)/
BACHELOR OF SCIENCE
EXAMINATION: DECEMBER-2025/JANUARY-2026
SEMESTER - I
Sub: Communication Skills

(BCA-241-20/BCA23-205/BCAC23-205/BCA-CS-241-20/BSC24-205/ BSCC24-205)

Date : 05/01/2026

Total Marks : 30

Time: 10.00 am to 11.30am

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. The term “communis” derived from ____ word.
2. Communication means ____ information, feeling and thoughts, with others.
3. _____ is the second communication medium.
4. In personal space distance maintain is _____ to _____
5. The process of bringing the voice under control is called as _____ culture

Q.2. True or False (5)

1. Writing is more difficult than speaking.
2. Email is a message transmitted electronically over a computer network.
3. Listening, on the other hand, is a three-stage self-generated activity.
4. Information moves very slowly along the grapevine.
5. Many nonverbal signals vary from culture to culture.

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

1. What is memo?
2. What is horizontal communication?
3. What is Jargon?
4. What are Idioms?
5. What is posture?
6. What is written communication?

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

1. Write in detail about grapevine communication
 2. Write in Detail Facial Movement
 3. Write in Detail about Proxemics
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