

TILAK MAHARASHTRA VIDYAPEETH, PUNE
BACHELOR OF COMPUTER APPLICATIONS (B.C.A.)(044)/
BACHELOR OF SCIENCE (COMPUTER APPLICATIONS)(750)/
BSC (DATA SCIENCE AND ARTIFICIAL INTELLIGENCE-799)/
SPECIALIZATION IN CYBER SECURITY(464)/
BACHELOR OF SCIENCE (CYBER SECURITY)(760)
EXAMINATION: MAY/JUNE - 2026
SEMESTER - II
Sub: Communication Skills
(BCA241-20/BCA23-205/BSC24-205/79925-205/
BCA-CS241-20/BCAC23-205/BSCC24-205)

Date : 01/06/2026

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. The term “communis” derived from ____ word.
a. Greek. b. Latin. c. Chinese. d. English.
2. Communication means ____ information, feeling and thoughts, with others.
a. To receive. b. Exchange of c. Conveying. d. All the above
3. Grapevine communication is associated with ____ communication.
a. Formal b. Informal c. Horizontal d. Vertical.
4. Lateral communication is between ____ and ____
a. Superior and subordinate. b. Same cadre of personal.
c. Subordinate and superior. d. Among all.
5. Errors in language, grammar or visual representation of facts take away ____
a. Clarity b. Correctness c. Crispness d. Conciseness

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. Many nonverbal signals vary from culture to culture.
4. The Mass Medium is the third communications medium.
5. Information moves very slowly along the grapevine

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

(10)

1. What is memo?
2. What is horizontal communication?
3. What is Jargon?
4. What is Euphemisms?
5. What is Kinesics?
6. What is verbal Barrier?

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

(10)

1. What is grapevine communication? Write in detail.
2. What is Proxemics? Write in detail.
3. What are the seven C's of oral communication? Write in detail.