

TILAK MAHARASHTRA VIDYAPEETH, PUNE
BACHELOR OF COMPUTER APPLICATIONS (B.C.A.)
& SPECIALIZATION IN CYBER SECURITY (CS)
EXAMINATION: JUNE/JULY - 2022
SEMESTER – II

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

Date : 30/06/2022

Total Marks : 30

Time: 2.00 pm to 03.30 pm

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. There are _____ types of communications
a. three b. five c. seven d. nine
2. Keeping a business communication as short as simple as possible is called
a. clarity b. crisp c. brevity d. accurate
3. Most common functions of communication in business is _____
a. Verbal b. Oral c. written d. Non Verbal
4. _____ style is perhaps the oldest form a business letter.
a. intended b. block c. semi-block d. complete-block
5. Evaluation of reaction can be done by looking at
a. face b. gestures c. posture d. body

Q.2. True or False (5)

1. Serif fonts which has a little feet called as serifs
2. There are four types of paragraph alignments-
3. There are Four types of body languages
4. Dyadic communication is not between two people-
5. Touch is not easy to understand

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

1. What is Horizontal Communication? Give one example.
2. Write two merits of eye contact
3. What is gesture? Give one example
4. What is Posture? Give one example
5. What are seven C's of oral communication
6. What is Panel Interview?

Q.4. Answer the following: (Any 2) (10)

1. Write in detail types of communication.
2. Write in detail about Proxemics
3. Write about the communication cycle