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BACHELOR OF COMPUTER APPLICATIONS (B.C.A.)
SPECIALIZATION IN CYBER SECURITY (CS)
EXAMINATION: DECEMBER -2022

SEMESTER - II

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

Date :28/12/2022

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

1. _____ is a message transmitted electronically over a computer network most often connected by cable, telephone lines, or satellites.
2. _____ communication is the flow of information from lower-level employees to upper-level employees.
3. Communication is the process of sending and receiving of _____
4. _____ is the study of body's physical movements.
5. _____ is a purposeful hearing.

Q.2. True or False (5)

1. To transmit the message to the receiver sender must choose the medium.
2. Brevity is not keeping any sort of business communication as short and as simple as is possible.
3. Dyadic communication involves communication between two people.
4. Gestures have definite and clear-cut meanings.
5. Listening improves your intellectual ability to understand and evaluate the views and opinions expressed by others.

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

1. Define Kinesics related to the body.
2. Write names of four types of paragraph alignment.
3. Define verbal communication.
4. Write function of sender and receiver in communication process.
5. Define Conciseness as principle of communication.
6. What is written communication?

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

1. What are the barriers to communication? Explain the barriers in detail.
 2. Describe the medium of communication.
 3. Explain Grapevine communication.
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