

TILAK MAHARASHTRA VIDYAPEETH, PUNE
BACHELOR OF COMPUTER APPLICATIONS (B.C.A.)
SPECIALIZATION IN CYBER SECURITY (CS)
EXAMINATION: DECEMBER/JANUARY- 2023-24
SEMESTER - II

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

Date : 01/01/2024

Total Marks : 30

Time: 2.00 pm To 3.30 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. _____ present pictorial representation of data (infographic/graph)
2. _____ is a way to grab attention in the sea of words (bold/ underline)
3. _____ is known as body movement (dance/kinesics)
4. _____ is a also known as tactile method (see/touch)
5. _____communication involves communication between two people (dialogue,dyadic)

Q.2. True or False (5)

1. One to many is a type of interview.
2. Eye contact can be classified as present and absent.
3. Proxemics is about prediction.
4. Paralanguage examine the sound of someone's speech.
5. Listening is a principal way of learning.

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

1. What are various types of body language?
2. What is non verbal communication?
3. What is cross-channel communication?
4. What is evaluative listening?
5. What is memo?
6. What is a pie graph?

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

1. Write in detail barriers to communication.
 2. Write in detail types of communication.
 3. Write in detail the 7 C's of oral communication.
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