



PBJ-11111111111111111111 Seat No. _____

B. C. A. (Sem. I) Examination

November / December - 2018

English : STCS - 01

(Scientific Tech. Commu. Skill)

(Old Course 2016)

Time : $2\frac{1}{2}$ Hours]

[Total Marks : 70

Instruction : Figures to the right indicate maximum marks.

1 Define communication and discuss essentials of good communication. 14

OR

1 Explain the scope and process of communication. 14

2 What is written communication ? 14

OR

2 Comment on merits and demerits of written communication. 14

3 What are the advantages and disadvantages of oral communication ? 14

OR

3 Discuss meaning, purpose and essential features of interview. 14

4 What is listening ? Discuss its types and barriers. 14

OR

4 What are the principles of good listening ? 14

5 Write short notes : (any two) 14

- (1) Interpersonal skills
- (2) Para language
- (3) Business Etiquettes
- (4) Kinesics