



JAO-003-2031001 Seat No. _____

B. C. A. (Sem. I) (CBCS) (W.E.F.-2016) Examination

November - 2019

English : STCS-1

(Scientific Tech. Communication Skills)

(New Course)

Faculty Code : 003

Subject Code : 2031001

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

[Total Marks : 70

Instructions : Figures to the right indicate maximum marks.

1 Define communication and discuss its importance and scope. 14

OR

1 Discuss various types of communication and essentials of good communication. 14

2 What is written communication ? What are its objectives ? 14

OR

2 What are the merits and demerits of written communication ? 14

3 What is oral communication ? What are the styles of oral communication ? 14

OR

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

4 Discuss the art of listening and comment on its nature and process. 14

OR

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[Contd...

- 4 What are the types of listening ? Throw light on the importance of listening. 14
- 5 Write short notes : (any two) 14
- (1) Business Etiquettes.
 - (2) Kinesics
 - (3) Paralanguage
 - (4) Non verbal communication
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