



JAO-1111111111111111-BC Seat No. _____

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

November – 2019

**STCS - 01 : Scientific Technical Communication
Skill**

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

[Total Marks : 70

- 1 A. "Communication is a two-way process". Discuss. 14
OR
B. What is the importance of communication? Discuss 14
various types of communication.
- 2 A. What is verbal communication? Write both advantages 14
and disadvantages of written communication in detail.
OR
B. What is written communication? Write in detail on 14
the basic principles of effective written communication.
- 3 A. What is oral communication? Write both advantages 14
and disadvantages of oral communication in detail.
OR
B. Write, in detail, on the basic styles of oral 14
communication.
- 4 A. What are the various types of listening? Write in 14
detail on the barriers to listening.
OR
B. What is listening? Write in detail on the importance 14
of listening skills.
- 5 Write short notes on any two of the following : 14
1. Kinesics
2. Interpersonal skills
3. Paralanguage
4. Business Etiquettes.