

B.C.A Semester - 4 (NEP-2020) Examination**March/April-2025****Communication Skill (Skill Enhancement Course)****Time: 1:00 Hours****Marks: 25****Instructions:**

1. All questions are compulsory.
 2. Figures to the right indicate marks.
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Que-1 Attempt any one of the following questions. (10)
 “Writing and speaking are parts of verbal communication.” Explain the statement with appropriate examples.

OR

“In communication, whether at home, with friends or at workplace, non-verbal plays as important role as verbal communication.” Explain the statement in details.

Que-2 Attempt any one of the following questions. (10)
 What is group discussion? Explain its functions and format in details with examples.

OR

Write a brief essay on importance of body language, appearance and eye contact in an interview.

Que-3 Attempt any one of the following short notes. (05)
 Developing conversational skills.

OR

Technical writing skills.
