

Goa Vidyaprasarak Mandal's
GOPAL GOVIND POY RAITURCAR COLLEGE OF COMMERCE
AND ECONOMICS, PONDA-GOA
B.C.A (SEMESTER-III) SUPPLEMENTARY EXAMINATION
MAY/JUNE 2018

COMMUNICATION AND PRESENTATION SKILLS

Duration: 2 Hours

Marks: 50

Instructions: All questions are compulsory.

Q.1. Fill in the blanks. (5x1=5)

- i) The English word communication derived from the Latin word_____.
- ii) The communication between persons of equal or comparable status is known as _____.
- iii) The Latin word Signum means_____.
- iv) _____speak louder than words.
- v) B.P.O stands for_____.

Q.2. State whether true or false. (5x1=5)

- a) The graphs, charts and maps are other types of visual but nonverbal communication.
- b) The feedback is the final link in the communication.
- c) The major advantages of E _ Commerce is widening of markets.
- d) An exit interview is given to an employee who has resigned.
- e) Silence is also a type of communication.

Q.3. Answer **any FOUR** questions. (4x5=20)

- a) Explain vertical communication.
- b) Write a note on stress interview.
- c) Explain body language as a non verbal communication.
- d) Write a note on use of technology in presentation.
- e) Write a note on remote verbal communication.
- f) Explain the importance of feedback.

Q.4. Answer **any TWO** questions. (2x10=20)

- a) Explain the candidate's preparation for an interview.
- b) Write a note on oral communication.
- c) Explain external communication.
- d) Write about non verbal communication.

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