

Goa Vidyaprasarak Mandal's
GOPAL GOVIND POY RAITURCAR COLLEGE OF COMMERCE AND
ECONOMICS, PONDA-GOA
B.C.A. (SEMESTER-III) EXAMINATION, OCTOBER 2015
COMMUNICATION AND PRESENTATION SKILLS

Duration: 2 Hours

Marks: 50

Instructions: 1. All questions are compulsory.
2. Figures to the right indicate marks.

- Q.1.A) Fill in the blanks with appropriate terms. [5]
1. When a set of symbols or signs is translated and understood by the receiver, it is called_____.
 2. Communication between people of equal or comparable status is known as _____.
 3. Communication with the help of spoken words is called- _____.
 4. _____believed that facial expressions show emotions which originated in our evolutionary past.
 5. The English words 'sign' and 'signal' are both derived from the Latin word _____.
- Q.1.B) State whether the following statements are 'True' or 'False.' [5]
1. Body Language is an important factor in deciding the success of a presentation.
 2. Candidates are often judged on their Dressing and Grooming style during interviews.
 3. Ex-communication is a form of punishment.
 4. Grapevine communication happens via official channels.
 5. Oral communication is considered useless in modern offices.
- Q.2.A) Write a detailed note on the Characteristics of Human Communication. [10]
- OR
- Q.2.B) Write short notes on the following: [10]
- i. Sender and Receiver
 - ii. Message and Feedback
- Q.3.A) Explain the concept of 'Horizontal' and 'Vertical' communication. [10]
- OR
- Q.3.B) Write short notes on the following: [10]
- i. Grapevine Communication
 - ii. External Communication
- Q.4.A) How should a candidate prepare for an interview? [10]
- OR
- Q.4.B) Write a detailed note on the various types of interviews. [10]
- Q.5.A) How to prepare for a Presentation? [10]
- OR
- Q.5.B) Write short notes on the following: [10]
- i. Disadvantages of oral communication
 - ii. Face to face verbal communication.