

GOA VIDYAPRASARAK MANDAL'S  
GOPAL GOVIND POY RAITURCAR COLLEGE OF  
COMMERCE AND ECONOMICS, PONDA GOA

**B.C.A. (SEMESTER-III) EXAMINATION, OCTOBER 2012**  
**COMMUNICATION & PRESENTATION SKILLS**

Duration: 2 hours

Marks: 50

Instruction: All questions are compulsory.

Q.1A) Answer any five of the following questions in brief : (5)

- i) What is decoding?
- ii) Define communication.
- iii) What is motivation?
- iv) How can you define persuasion?
- v) What is status barrier?
- vi) Define committee.

B) State whether the following statements are true or false (any five): (5)

- a) All gestures all universally understood.
- b) Written communication is legally valid.
- c) All living beings can communicate.
- d) Grapevine is very slow.
- e) In downward communication, seniors communicate with juniors.

Q.2 A) Explain the process of communication with a neat diagram. (10)

**OR**

B) Explain any four psychological barriers to communication. (10)

Q.3.A) Compare written communication with oral communication. (10)

**OR**

B) How can we communicate effectively?

Q.4.A) What measures have to be taken by the candidates to fare well in the interview? (10)

**OR**

Contd...2/-

B.C.A. (SEMESTER-III) EXAMINATION, OCTOBER 2011  
COMMUNICATION & PERSONALITY

B) Write short notes on any two. (10)

- i) Appraisal interview
- ii) Clinical interview.
- iii) The working of committee.
- iv) The qualities of an effective public speaker

Q.5.A) How does one prepare for an effective presentation? (10)

OR

B) Write short notes on any two of the following: (10)

- i) Visual aids
- ii) Horizontal communication
- iii) Grapevine
- iv) The use of Internet in business

XXXXXXXXXXXXXXXXXXXX

Q.3.A) Explain the process of communication with a neat diagram. (10)

OR

B) Explain any four psychological barriers to communication. (10)

Q.3.A) Compare written communication with oral communication. (10)

OR

B) How can we communicate effectively?

Q.4.A) What measures have to be taken by the candidates to fare well in the interview? (10)

OR