Dr. Babasaheb Ambedkar Open University
Term End Examination March – 2021

Course	**:**	**BCA(DES)**	**Date**	**:**	**01-March-2021**
Subject Code	**:**	**BCA(DES)-201 Animation**	**Time**	**:**	**01:00m to 02:00pm**
Subject Name	**:**	**Communication Skills**	**Duration**	**:**	**02 Hours**
			Max. Marks	**:**	**50**

Section A

Answer the following (Attempt any two) **(20)**

1. Assume the situation and other content and write an inquiry letter.
2. State the characteristic features of technical communication.
3. Write a note on 'Use of Articles'.
4. Describe the Process of Communication.

Section B

Answer the following (Attempt any three) **(15)**

1. Write a note on 'Downward Communication'.
2. Write a note on 'Upward Communication'.
3. Write a note on 'Countable Nouns' and 'Non-Countable Nouns'.
4. Discuss about Proper Nouns and Common Nouns.
5. Write a note on 'Types of Resumes or Curriculum Vitae'.

Section C

Part – A (Multiple Choice Questions) **(10)**

1 The conversion of the idea into message by verbal or nonverbal method is called_____.

A Encoding B Decoding
C Anti-coding D Deep-coding

2 A paragraph where you have to make a choice, you need to choose which object, idea, or action that you prefer:

A Choice Paragraph B Explanation Paragraph
C Sequence Paragraph D Description Paragraph

3 Communication between departments or employees in the same organization without any hierarchy is called _____.

A diameter communication B diagonal communication
C Both A and B D None of these

4 An informal channel of communication in an organization is called _____.

A Grap-comm. B Graph-comm.
C Graph-commu. D Grapevine

5 five-step process for Preparing Notes includes:

A To note down the page number B To note down the Bibliographical details
C Both A and B D None of these

6 _____is a technique for reading.

A Screaming B Scanning
C Ready-reading D Scene-seen

7 _____is a Types of Pronouns.

A Personal Pronouns B Problem Pronouns
C Group Pronouns D Grid Pronouns

8 _____ is a Types of paragraphs.

A Deadline Paragraph B Deed Paragraph
C Definition Paragraph D Deemed Paragraph

9 _____ can be used to link words, phrases, and clauses.

A Intra-junction B Macro-junction
C Micro-junction D Conjunction

10 _____ is a method of encoding data, transmitting it over the telephone lines or radio broadcast, and receiving hard (text) copy, line drawings, or photographs or whatever data required.

A Fact-copy B Photocopy
C Facsimile (Fax) D Fact-photo

Part – B (Do as Directed) **(05)**

1 What is an Adverb? Explain in two to three sentences.
2 Enlist any two components that the typical Letter Head / Heading contains.
3 What do you mean by Classification Paragraph? Explain in two to three sentences.
4 What do you mean by skimming? Explain in two to three sentences.
5 What is Idiom? Explain in two to three sentences.

*****