Dr. Babasaheb Ambedkar Open University
Term End Examination July – 2018

Course	:	**BCAMUL**	**Date**	:	**21/7/2018**
Subject Code	:	**BCAMUL-104**	**Time**	:	**03:00pm to 06:00pm**
Subject Name	:	**Communication Skills**	**Duration**	:	**03 Hours**
			Max. Marks	:	**70**

Section A

Answer the following (Attempt any three) **(30)**

1. Use of Information Technology in Teleconferencing
2. Explain the types of communication details
3. Describe Communication in Cultures
4. Defend Tips for Improving Comprehension Skills
5. Explain the Idioms and Phrases

Section B

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

1. Barriers to Effective Communication
2. Explain the writing phase in detail
3. Required parts of the app - cover letter and resume Defend
4. Basic Principles for Effective Business correspondence
5. Defend Process of Communication
6. Way **Dictionary and Thesaurus Usage**

Section C

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

1 To appraise the ..... for their performance.

2 To explain policies and ..... procedures.

3 That Gore is looking for ..... is seen from

4 Why is ‘An Inconvenient ..... an anomaly?

5 How does the movie reveal Gore to be ‘.....human’?

6 As understood from the passage, which of the following can the ..... possibly be used for in the treatment of metastasized cancer in humans?

7 My first teacher ..... Miss Gupta, but I remember the music teacher Mr. Sharma more vividly.

8 The teacher handed ..... files to the student.

9 The stationery shop sold ..... favorite type of notebooks.

10 Which plants ..... watered twice a week?

Part – B (Do as Directed) **(10)**

1 What is Superficial Listening ?
2 Why is ‘An Inconvenient Truth’ an anomaly?
3 Which of the following statements is NOT true according to the passage?
4 Type of Non-Verbal Communication
5 What is a Verb?
6 What is a Noun?
7 The Types of Nouns
8 The type of the pronoun ?
9 What is a Conjunction?
10 Types of paragraphs