

B.C.A Semester - 4 (NEP-2020) Examination**March/April-2026****Communication Skill (Skill Enhancement Course)****Time: 1:00 Hours****Marks: 25****Instructions:**

1. All questions are compulsory.
 2. Figures to the right indicate marks.
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Que.1 Answer in detail. (Any One) (10)

- 1) What is communication? Explain the process of communication.
- 2) Define verbal communication and explain its importance in effective communication.

Que.2 Answer in detail. (Any One) (10)

- 1) Discuss the concept of group discussion and its importance.
- 2) Explain the importance of body language and gestures during an interview.

Que.3 Answer in detail. (Any One) (05)

- 1) Explain the importance of listening skills in effective communication.
- 2) Define reading skills and explain its different types.
