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Examination: Supplementary ODD Semester Examination - 2023

Course Name: Communication Skills

Course Code: BCA 104/ BSC 104

Course Outcomes (CO):

CO1: To develop students' knowledge of Communication Skills.

CO2: To demonstrate Critical and Innovative Thinking in communication exchanges.

CO 3: To explain the use of Functional and Chronological Resume

CO4: To develop Thinking Ability in Group Discussion.

CO5: To develop and nurture the soft skills of the student through activities.

SECTION-A

Attempt ALL the Questions (20X1=20)

S.NO.	QUESTIONS		CO	BL
Q1.	It is not necessary for a speaker to solicit a warm response from an audience; thus, a speaker should never smile.	TRUE/FALSE	CO1	L1
Q2.	If it is necessary to read a speech from a manuscript, you should first apologize for having to read the speech.	TRUE/FALSE	CO1	L1
Q3.	A human-interest story is considered to be an effective opening for a speech.	TRUE/FALSE	CO1	L4
Q4.	Eye contact with the entire audience is very important for any good speaker.	TRUE/FALSE	CO1	L3
Q5.	The impromptu type of speech is the speech spoken from notes	TRUE/FALSE	CO1	L1
Q6.	The use of visual aids is considered a good technique to help control	TRUE/FALSE	CO2	L2

	nervousness when speaking.			
Q7.	When using a visual aid in public speaking, it is not necessary to maintain eye contact with your audience as you describe the visual aid.	TRUE/FALSE	CO2	L2
Q8.	The size of a visual aid used in public speaking is not important.	TRUE/FALSE	CO2	L4
Q9.	It is always good to have practised with any visual aid before using it in a speaking situation.	TRUE/FALSE	CO2	L2
Q10.	It is always good to have practised with any visual aid before using it in a speaking situation.	TRUE/FALSE	CO1	L1
Q11.	The process wherein sound waves strike the eardrum & cause vibrations that are transmitted to the brain is known as hearing.	TRUE/FALSE	CO1	L1
Q12.	Reading a written speech word for word from a manuscript allows the speaker a good conversational tone.	TRUE/FALSE	CO2	L2
Q13.	The basic structure of a good speech should include an introduction, a body & a conclusion.	TRUE/FALSE	CO2	L1
Q14.	A speaker should not try to look enthusiastic when speaking.	TRUE/FALSE	CO1	L1
Q15.	Communication always involves words.	TRUE/FALSE	CO2	L1
Q16.	Yawning is a form of non-verbal communication.	TRUE/ FALSE	CO1	L2
Q17.	It is the speaker's responsibility to evaluate the audience.	TRUE/FALSE	CO1	L4
Q18.	A person talking to himself in front of a mirror is an example of Interpersonal communication.	TRUE/FALSE	CO1	L2
Q19.	The encoder is the individual who receives a message from another.	TRUE/FALSE	CO1	L2
Q20.	Remembering, understanding, attending and hearing are all components of listening.	TRUE/FALSE	CO2	L2

SECTION – B

Attempt ONLY 4 Questions (4X5 = 20)

Q.N.	QUESTIONS	MARKS	CO	BL
1.	Define “Active Listening”.	05	CO5	L4
2.	What are the 7Cs of Communication	05	CO1	L5
3.	What is the difference between a CV and a Resume?	05	CO3	L2
4.	What is the difference between Interpersonal and Intrapersonal Skills?	05	CO2	L3
5.	What is the 5-5-5 rule in Presentation?	05	CO2	L2
6.	What is Group Discussion?	05	CO4	L1

SECTION- C

Attempt ONLY 2 Questions (10X2 = 20)

Q.N.	QUESTIONS	MARKS	CO	BL
1	Should the Resume be written from the candidate's perspective or the employer's? Explain.	10	CO3	L2
2	How does a person show his ability to be a leader in a Group Discussion? Explain.	10	CO4	L2
3	What is the role of Body Language in an Interview? Explain.	10	CO2	L3
4	What is Redundancy? Give examples.	10	CO5	L5

BL: Bloom's Taxonomy levels (1- Remembering, 2- Understanding, 3- Applying, 4- Analysing, 5- Evaluating, 6- Creating)

CO: Course Objective