

Write your Roll No.

BUMS III YEAR ANNUAL EXAMINATION – 2017
Paper No. BUM301
Communication Skill

Duration: 3 hours

Section-1

Attempt all questions. All questions Carry One Marks.

1x10=10

Q.1. A person who writes application software (Programme) for solving problems by computer is called as.

- (a) Computer Programmer
- (b) A Computer Operator
- (c) A System Analyst
- (d) A Data Entry Specialist

Q.2. Indicate which of the following is not hardware.

- (a) Key board
- (b) Monitor
- (c) DOS
- (d) Hard Disk Drive

Q.3. Indicate which one of the following is an input device.

- (a) Keyboard
- (b) Scanner
- (c) Speaker
- (d) Monitor

Q.4. Heart of the Computer is

- (a) Memory Unit
- (b) Central Processing Unit
- (c) Monitor
- (d) None of the above

Q.5. 1 kilobyte is equal to

- (a) 1000 bytes
- (b) 1024 bytes
- (c) 1042 bytes
- (d) 1124 bytes

Q.6. BYTE is a collection of

- (a) 6 bits
- (b) 10 bits
- (c) 7 bits
- (d) 8 bits

Q.7. The extension of a presentation file is

- (a) .cdr
- (b) .gif
- (c) .jpg
- (d) .ppt

Q.8. An optical input device that interprets pencil marks on paper media is

- (a) OMR
- (b) Punch Card Reader
- (c) Magnetic Tape
- (d) Optical Scanner

Q.9. Arrange in ascending order the Units of memory TB, KB, GB, MB

- (a) TB>MB>GB>KB
- (b) TB>GB>MB>KB
- (c) MB>GB>TB>KB
- (d) GB>MB>KB>TB

Q.10. Which one of these are known as read/write memory

- (a) ROM
- (b) RAM
- (c) DVD
- (d) Hard disk

Section B

Attempt any 5 questions. All questions carry **two** marks.

5x2= 10

Q.1. What is Adjective? Define with two examples.

Q.2. What is a PowerPoint.

Q.3. What is Adverb? Give two examples.

Q.4. What do you understand by "Exclamation".

Q.5. What do you understand by "Memo Writing".

Q.6. What do you understand by Debate.

Section C

Attempt any 5 questions. All questions carry **Five** marks.

5x5= 25

Q.1. Write a brief note on Operating System

Q.2. Write the importance of Facial expression.

Q.3. What is the difference between hearing and listening.

Q.4. Write in brief about "Role of Speaker".

Q.5. What are the Communication Barriers

Q.6. Write the difference between formal and informal writing.

Section D

Attempt any 3 questions. All questions carry **10** marks.

10x3= 30

Q.1. What do you understand by the Non-Verbal Communication? Explain with example.

Q.2. What is the role of Listening in Effective Communication explain with examples.

Q.3. What do you think on "Para-Verbal Communication plays a vital role in Formal Communication".

Q.4. What are the various means of communication, describe briefly.