

**QP CODE
B1042**

Enrollment Number:

Name:

**B.C.A. DEGREE EXAMINATIONS, APRIL 2025
Second Semester
B21EG01AC – English for Communication
(2024 July admissions)**

Time: 3 Hours

Max Marks: 70

Section A

Answer any ten of the following questions in a word or sentence each. Each question carries 1 mark.

1. What does the section 66 B of IT act 2000 deal with?
2. Which is the feature of language that allows us to talk about the past, present and future?
3. Which term is used to describe ‘conventional guidelines for conduct in polite methods’?
4. What is the type of listening that needs voluntary effort from the part of the listener called?
5. Which is the final stage of writing?
6. What is a quick reading to get the essence called?
7. What is the expansion of the term ICERT?
8. Which was the first personal computer that was introduced in 1975?
9. What determines the conciseness of a sentence?
10. What is the name given to the longer dash?
11. What is the expanded form of PDF?
12. What connects hypertext documents?
13. Which is the electronic device that is specially designed for e-reading?
14. What are the two methods of speed reading?
15. What helps you find the important parts of a text?

(1X10=10)

Section B

Answer any five of the following questions in two or three sentences each. Each question carries 2 marks.

16. Which are the steps involved in the digital printing process?
17. What is formal communication?
18. What are the factors affecting reading?

19. What are the different types of speeches according to delivery?
20. Who is a sympathetic audience?
21. What are different types of speeches according to special occasions?
22. What are the non-verbal cues involved in active listening?
23. Give two techniques to improve reading process
24. What is meant by spelling traps?
25. Which are the three main categories of cyber laws?

(2X5=10)

Section C

Answer any six of the following questions in one page each. Each question carries 5 marks.

26. Differentiate between Extrapersonal and Interpersonal communication with examples.
27. Which are the four types of formal communication?
28. Explain the different communication etiquettes.
29. What are the five steps involved in the process of writing?
30. What are the factors that affect active listening?
31. What are the different types of Non-Verbal Communication?
32. Write a conversation between you and your new colleague who just joined, familiarising him/her with the workplace.
33. What are the different types of speeches according to the Purpose?
34. What are the steps to be taken to overcome inhibitions while addressing the public while speaking?
35. What are the 5 steps of the process of listening?
36. Which are the different steps involved in the process of writing?
37. Write a short note on creative writing for social media platforms.

(5X6=30)

Section D

Answer any two of the following questions in three pages each. Each question carries 10 marks.

38. Mention a few online tools that will help in creating error free content
39. Which are the different forms of social media sites?
40. Explain the different theories on the origin of language.
41. What are the major barriers to effective communications?

(10X2=20)