

Seat	
No.	

Kamala College, Kolhapur

(Autonomous)

B. C. A. (Part-I) (Semester-II)

Examination March/April, 2024.

NEP - 2020 Level - 4.5

AEC 204: Business Communication - II

Subject Code: 204



Day and Date: Wednesday, 10/04/2024

Total Marks: 40

Time: 8.00 a.m. to 10.00 a.m.

Instructions:

- 1. Question 1 is compulsory.**
- 2. Attempt any four questions from Que. No. 2 to Que. No. 8**
- 3. Figures to the right indicate total marks.**

Q. 1. Multiple Choice Questions.

[8]

1. Which of these is not a step in listening process?
 - a. To stop talking
 - b. misinterpreting
 - c. receiving
 - d. responding
2. A good presenter should take a well -----.
 - a. good physical appearance
 - b. speak louder
 - c. dress well
 - d. all of the above
3. Which of these is the first step in the listening process?
 - a. stop talking
 - b. interpreting
 - c. receiving
 - d. responding
4. The key for a successful presentation is -----.
 - a. practice
 - b. preparation
 - c. effort
 - d. both a and b
5. Which of these is not a type of listening?
 - a. Appreciative listening
 - b. Focused listening
 - c. Superficial listening
 - d. Musical listening

6. The presenter acts as the:
- a. deliverer of the information
 - b. medium of the information
 - c. advocate of the information
 - d. supporter of the information

7. What is active listening?
- a. listening with attention and understanding
 - b. listening while multi-tasking
 - c. listening without paying attention
 - d. none of the above

8. In presentation your facial expressions must support what you are saying.
- a. True
 - b. False
 - c. both a and b
 - d. none

Q. 2. Write a note on listening skill and its importance. [8]

Q. 3. Write a note on the steps you have to follow while doing a presentation? [8]

Q. 4. What are the barriers to listening skills? [8]

Q. 5. Prepare a PPT on Today's Education System. [8]

Q.6. Write a detailed note on the difference between active listening and passive listening. [8]

Q.7. Write a note on the importance of verbal and non-verbal communication in presentation. [8]

Q. 8. Write short notes. (Any two out of three) [8]

1. Passive listening
2. Write a note on the Don'ts of presentation skill.
3. Difference between listening and hearing.

