

**Bachelor of Computer Application (BCA) 2nd Semester
(Batch 2023-26) (CBGS)**

ENL-122 : COMMUNICATION SKILLS IN ENGLISH-II

Paper-V

Time Allowed—3 Hours] [Maximum Marks—70

Note :—Attempt FIVE questions in all, selecting at least ONE question from each section. The fifth question may be attempted from any section. All questions carry equal marks.

SECTION—A

1. Write in detail about Listening Skills. 14
2. Explain meaning and importance of Feedback skills. 14

SECTION—B

3. Write the guidelines for attending Telephone Calls. 14
4. What are the techniques of Note taking ? 14

SECTION—C

- 5 Explain the components of a meaningful and easy Conversation. 14
6. How do you understand a Cue and make appropriate responses ? 14

SECTION—D

7. Write the conversation in the dialogue form with your father seeking permission to join English Speaking Classes. 14
8. What are the essentials of Spoken English ? 14