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B.Sc.(CS) (2013 & Onwards) (Sem.-2)

COMMUNICATIVE ENGLISH-II

Subject Code : BCS-209

M.Code : 71514

Time : 3 Hrs.

Max. Marks : 60

INSTRUCTIONS TO CANDIDATES :

1. SECTION-A is COMPULSORY consisting of TEN questions carrying TWO marks each.
2. SECTION-B contains SIX questions carrying TEN marks each and a student has to attempt any FOUR questions.

SECTION-A

1. Answer briefly :

- a. What is formal communication?
- b. What is project writing?
- c. What is a CV?
- d. What are sales letters?
- e. What is an oral presentation?
- f. What is the importance of communication in an organization?
- g. What is grapevine communication?
- h. What is a report?
- i. What is a biography?
- j. Name the types of interviews.

SECTION-B

2. Describe the complete procedure of group discussion in detail.
3. Write a biography of any renowned personality.
4. What are barriers to communication? Describe all the barriers along with the solutions to remove them.
5. Draft your CV in response to a vacancy advertised in a newspaper. Invent the necessary details.
6. Describe the process of communication and its various types.
7. Describe the types of reports and the format of writing a report.

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