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BCA (2014 to 2018)/BSc.(IT) (2015 & Onwards) (Sem.-2)

COMMUNICATION-II

Subject Code : BSBC-201

M.Code : 10050

Time : 3 Hrs.

Max. Marks : 60

INSTRUCTION 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 students have to attempt any FOUR Questions.**

SECTION-A

1. Answer briefly :

- a) What is difference between formal and informal communication?
- b) What is non-verbal communication?
- c) What is group discussion?
- d) What are memorandums?
- e) What is Email?
- f) Explain the two types of interview.
- g) What are the characteristics of effective communication?
- h) Write any two differences between report writing and project writing.
- i) Mention any two aspects that need to be taken care of while preparing a good presentation.
- j) What is extempore speaking?

SECTION-B

2.
 - a) What is the importance of presentation skills in a business meeting?
 - b) How to prepare a PPT for a board meeting?
3. Write a letter of application along with your Curriculum Vitae (CV) for the job of a computer engineer in response to the following advertisement :

Position: Computer Engineer.

Job Profile: DBA, entry of information/records.

Skills: Engineering in Computers, Good Typing speed (100 words per minute) flexibility to work in shifts.
4. Assume that you are on a visit to a science exhibition along with your sister who is about 10 years old. You have lost your sister in the exhibition. Give a report about your lost sister to police control room along with the suitable description of your sister.
5.
 - a) Explain the process and classification of communication.
 - b) Explain the business communication and barriers to effective communication in business organization.
6. Write down the text of a group discussion between five participants on the need to build a 'canteen' in the college premises for the faculty and students.
7.
 - a) Write the format of a 'Project writing'. Discuss its essential elements briefly.
 - b) Write a letter to a business firm for selecting you as a trainee in the organization.

NOTE : Disclosure of Identity by writing Mobile No. or Marking of passing request on any paper of Answer Sheet will lead to UMC against the Student.