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Total No. of Pages : 02

Total No. of Questions : 07

BCA (2013 & Onwards)/B.Sc. (IT) (2015 & Onwards) (Sem.-1)

COMMUNICATION-I

Subject Code : BSIT/BSBC-101

Paper ID : [B1107]

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 has to attempt any FOUR questions.

SECTION-A**1. Do as directed :**

- a. Convert and use the following as adjectives :
 - i. Goodness
 - ii. Childhood
- b. Fill in the blanks with suitable tense of the verb:
 - i. The patient.....(die) before the doctor reached.
 - ii. I shall attend the function if you..... (attend) the function.
- c. Change the form of voice:
 - i. He is building a new house.
 - ii. Muneet did not create the noise.
- d. Change the form of narration:
 - i. Rakesh said to him, "I have returned his money".
 - ii. Joginder said to Raman, "Come fast."
- e. Differentiate between formal and informal communication.
- f. List five objectives of communication.
- g. What should be borne in mind while planning introduction in a presentation/speech?
- h. What is non-verbal communication?
 - i. What should be kept in mind while preparing PPTs?
 - j. How can we find material for presentation?

SECTION-B**2. Read the following passage carefully and answer the questions that follow :**

Power foods are foods that provide rich levels of nutrients like fibre, potassium and minerals. With people becoming increasingly health conscious today, a lot of fitness trainers encourage their clients to include these foods in their daily diet to increase muscle development. There are various ways of incorporating power foods in your daily diet. Of course, the key to enjoying power foods is proper preparation of these foods, the use of season-fresh foods, and indentifying your choice of flavour among power foods. Some of the recommended power food combinations are those that are prepared in our kitchens on a regular basis. Take for instance, the combination of chickpeas and onions. This combination is a powerful source of iron which is required by the body to transport oxygen to its various parts. Iron deficiency can lead to anaemia, fatigue, brain fog and tiredness. A study by the Journal of Agricultural and Food Chemistry says that sulphur compounds in onion and garlic help in the absorption of iron and zinc from chickpeas. The combination is a hit with teenagers who need to be diligent about getting iron in their diet. A quick way to prepare this power food is to make a chickpea salad with chopped onions, chaat masala and cilantro. Another favourite combination with power food takers is yoghurt and bananas. This makes for a perfect snack after a rough game of football. Exercising burns glucose and thus lowers blood sugar. Yoghurt is packed with proteins that help preserve muscle mass, and bananas are packed with carbohydrates that help in refueling energy and preventing muscle soreness. A quick and easy recipe with bananas is a banana smoothie topped with cool yoghurt. Among beverages, green tea is the best source of catechins that are effective in halting oxidative damage to cells. According to researchers at the Purdue University, adding a dash of lemon juice to green tea makes the catechins even more easily absorbable by the body. So, the next time you are with friends serve them rounds of iced green tea with mint and lemon juice.

Questions :

- a. What are power foods?
 - b. What are the rules regarding the partaking of power foods?
 - c. What is the advantage of including onions and garlic in our diet?
 - d. Why is yoghurt and bananas an enriching power food?
 - e. Why is green tea a recommended power food?
3. Describe various methods of communication.
 4.
 - a. Draft a notice calling a meeting of the Board of Directors of your company. Imagine all details.
 - b. Write an email to the GM of your company informing him about the sales growth.
 5.
 - a. Describe the role of body language in presentation.
 - b. Describe how to handle barriers in communication.
 6. Elaborate barriers to listening.
 7. Write a biography of your favourite IT Personality.