

Roll No.

Total No. of Pages : 02

Total No. of Questions : 07

BCA (2013 & Onwards)/Bsc.(IT) (2015 & Onwards) (Sem.-2)

**COMMUNICATION-II**

Subject Code : BSIT/BSBC-201

Paper ID : [B1113]

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**

**Q1) Write short notes on the following :**

- a. Formal communication.
- b. Inter-office memorandums.
- c. Grapevine communication.
- d. Report.
- e. Group discussion.
- f. Sales letter.
- g. Project writing.
- h. Business correspondence.
- i. Extempore.
- j. Types of interviews.

**SECTION-B**

- Q2) Describe the complete procedure of preparing for an oral presentation.
- Q3) Write a job application letter along with your CV.
- Q4) Discuss the process of group discussion. Also describe the uses of conducting a GD.
- Q5) Write a sales letter to an educational institution describing the best quality of computer printers that your firm manufactures.
- Q6) How can communication be made effective? Discuss.
- Q7) Write an e-mail to your friend about how you have found e-mail more useful and effective than an ordinary mail.

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