

**Roll No.**

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**Total No. of Pages : 02**

**Total No. of Questions : 07**

**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.**