

Roll No.

Total No. of Pages: 02

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**BCA / BSc. (IT) (Sem. – 2)**

**COMMUNICATION-II**

**Subject Code: BSBC-201**

**M Code: 10050**

**Date of Examination : 24-12-2022**

**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 students have to attempt any **FOUR** questions.

**SECTION-A**

1. Answer the following:

- a) Define Communication.
- b) Name any two elements of communication.
- c) Which type of communication is required at business organizations?
- d) Write any two essentials of effective communication.
- e) What are sales letters?
- f) Discuss briefly two characteristics of report-writing.
- g) Why drafting a CV is important?
- h) Enlist any two tools used for preparing a presentation.
- i) How are presentation skills helpful for extempore speaking?
- j) What is meant by healthy group discussion?

## SECTION-B

2. a) Discuss any five features of communication.  
b) What are the different barriers to effective communication? Explain.
3. a) What is meant by formal communication? Explain.  
b) Explain the components of inter-office memorandum.
4. How effective project writing is carried out? Write a sample project report to justify the answer.
5. Explain different do's and don'ts for an interviewer while appearing for an interview.
6. Discuss different types of interviews along with an example of each type.
7. Explain the need for good presentation skills required in professional life.

**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.**