

**Roll No.**

**Total No. of Pages : 02**

**Total No. of Questions : 07**

**B.Sc.(CS) (Sem.-2)**  
**COMMUNICATIVE ENGLISH-II**  
**Subject Code : BCS-209**  
**M.Code : 71514**  
**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 a student has to attempt any **FOUR** questions.

## SECTION-A

- 1. Write short notes on :**
- a) 7C's of effective communication
  - b) Characteristics of communication
  - c) Group discussion
  - d) Extempore speaking
  - e) Advertisement
  - f) Inter-office memorandum
  - g) Notice
  - h) Curriculum Vitae
  - i) Requisites of E-mail writing
  - j) Grapevine communication

## **SECTION-B**

2. What is Communication? Also discuss the different types of communication in an organisation.
3. Highlight the importance of good presentation skills in professional skills.
4. Write a bio sketch of your favourite personality.
5. Write an e-mail to your friend about how you have found e-mail more useful and effective than a letter?
6. What is project writing? Explain the essentials of a good project report.
7. Write a job application letter for the post of Computer Hardware Engineer along with your CV.

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