

Roll No.

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Total No. of Pages: 02

Total No. of Questions: 07

BCA (2011 & Onwards) / B.Sc. (IT) (2015 & Onwards) (Sem. – 2)

COMMUNICATION-II

M Code: 10050

Subject Code: BSBC/BSIT-201

Paper ID: [B1113]

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. Write short answers:
 - a) How e-mails can be used for feedback?
 - b) What constitutes the body of business report?
 - c) What are stress interviews?
 - d) Write two don'ts for appearing in an interview.
 - e) What is informal communication?
 - f) Write two advantages of Extempore speaking.
 - g) What is role of audience in presentation?
 - h) Write two advantages of formal communication.
 - i) What constitutes an abstract in report writing?
 - j) What is a memorandum?

SECTION B

2. a) Describe the classification of Communication. 5
b) What are semantic barriers? What are the ways to overcome them? 5
3. What are various types of interviews? Do you need different communication skill sets for appearing in these? Explain. 10
4. What are the steps required for preparation of good presentation? 10
5. Is informal communication as important as formal communication? Explain with examples. 10
6. What are the Do's and Don'ts of Group discussion? 10
7. Is project writing different from report writing? If yes, how? If no, why not? 10