

Roll No.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Total No. of Pages : 01

Total No. of Questions : 08

BCA/B.Sc.(IT)/DEP/DCA (Sem.-1)

COMMUNICATION-I

Subject Code : BSBC-101/BSIT-101

M.Code : 10043

Date of Examination : 02-07-21

Time : 2 Hrs.

Max. Marks : 60

INSTRUCTIONS TO CANDIDATES :

1. Attempt any FIVE question(s), each question carries 12 marks.

1. Write a detailed note on Biography of Mr. Bill Gates.
2. What are the various barriers to communication? Explain the importance of understanding the barriers to effective communication and also discuss the ways to handle and improve communication barriers.
3. What is the importance of body language while delivering presentation in a business organization? Why are visual aids like ppt important in presentations?
4. Suppose you want to take an education loan from State Bank of India. Write a letter to Chief Manager, SBI of your locality requesting him to send you all the information related to SBI education loans.
5. Explain the importance of reading and writing skills and how writing skills can be improved through understanding, analyzing and practicing?
6. What are Listening Skills? Discuss some positive listening practices. Enlist various barriers to listening & also suggest some remedies to improve listening.
7. What is Non-verbal communication? What are its various types? Suggest some guidelines to a student for developing non verbal communication skills.
8. Assume that you have to write an e-mail to the Librarian-In-charge of your Institute requesting her to send you information regarding new arrivals in the library through email.

Note: Any student found attempting answer sheet from any other person(s), using incriminating material or involved in any wrong activity reported by evaluator shall be treated under UMC provisions.

Student found sharing the question paper(s)/answer sheet on digital media or with any other person or any organization/institution shall also be treated under UMC.

Any student found making any change/addition/modification in contents of scanned copy of answer sheet and original answer sheet, shall be covered under UMC provisions.