

Roll No.

Total No. of Pages : 02

Total No. of Questions : 07

BCA / DEP/ BSc.(IT) (Sem.-2)

**COMMUNICATION-II**

Subject Code : BSBC-201

M.Code : 10050

Date of Examination : 04-07-22

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) 7C's of Effective Communication
- b) Group Discussion
- c) Grapevine
- d) Extempore
- e) Reports
- f) Inter-office memorandum
- g) Importance of communication
- h) Curriculum Vitae
- i) Requisites of E-mail writing
- j) Advantages of formal communication

## SECTION-B

2. What is Communication? Explain in detail the process of Communication.
3. Describe the complete process of preparing for a good oral presentation. Also highlight the importance of good presentation skills in professional skills.
4. Write a job application letter for the post of Computer Engineer along with your CV.
5. Write an e-mail to your friend about how you have found e-mail more useful and effective than a traditional letter.
6. Write a sales letter to an educational institution describing the best quality of laptops that your firm manufactures.
7. Discuss the different types of communication in an organisation.

**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.**