

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.