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:**

- 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

**1** | M - 1 0 0 5 0 (S3)-112

## **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.

**2** | M - 1 0 0 5 0 (S3)-112