

Roll No.

Total No. of Pages : 02

Total No. of Questions : 07

**BCA (2011 & Onwards) / B.Sc. (IT) (2015 & Onwards)
(Sem.-1)**

COMMUNICATION-I

Subject Code : BSIT/BSBC-101

Paper ID : [B1107]

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 has to attempt any **FOUR** questions.

SECTION-A

1. Write briefly :

- a) Define the parts of speech.
- b) What do you understand by creative writing?
- c) What do you mean by one-way communication model?
- d) How do you distinguish between formal and informal communication?
- e) What do you mean by selective listening?
- f) Explain the importance of gestures.
- g) How can we improve our reading skills?
- h) Explain the two most important characteristics of a good advertisement.
- i) What is the difference between speech and presentation?
- j) What are the limitations of written communication?

SECTION-B

2. Discuss the major objectives of communication.
3. How can we handle the barriers to communication?
4. What are the requirements of a good Power Point Presentation?
5.
 - a) Draft a tender notice for the supply of one hundred computers.
 - b) Draft a display advertisement for the job of a software computer engineer.
6. Discuss the importance of listening in communication as an individual and as a leader.
7.
 - a) What do you mean by :
 1. An imperative sentence
 2. An exclamatory sentence
 - b) Transform the following sentences as directed :
 1. John is devoted to gambling {Correct the sentence}
 2. She said to him, "Thank you, Sir" {change the narration}
 3. The building was repaired. {Change voice}
 4. All desire wealth and prosperity. {Change the voice}
 5. He is full of humility {Rewrite using antonym of the word humility}
 6. One who believes in God {Give one word substitute}