

Roll No.

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Total No. of Pages : 02

Total No. of Questions : 07

BCA (2011 & Onwards) (Sem.-2)

COMMUNICATION-II

Subject Code : BSBC-201

Paper ID : [B1113]

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**Q.1 Answer in 2-5 lines :**

- a) Attempt a suitable definition of communication.
 - b) Distinguish between one-way communication and two-way communication.
 - c) What is the importance of upward communication?
 - d) What do you understand by inter-office memorandums?
 - e) The covering letter of a C V has its own importance. Explain.
 - f) What is an interview? Mention at least two different types of interviews.
 - g) How should a candidate dress himself/herself for an interview?
 - h) What do you mean by project writing?
 - i) What is the importance of Group Discussion?
 - j) What do you mean by extempore speaking?
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SECTION-B

- Q2. What do you know about the importance of Effective Communication?
- Q3. Draft a memo to an employee for being habitually late.
- Q4. Write a letter to your suppliers requesting them to expedite the supply of goods ordered by you.
- Q5. Draft a C V for the post of a software computer engineer in a reputed company.
- Q6. Write a note on the importance of good presentation skills in professional life.
- Q7. Write a report on the need to computerize the activities of your department.

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