

Roll No.

Total No. of Pages : 02

Total No. of Questions : 07

B.Sc. (IT) (Sem.-1st)
COMMUNICATION SKILLS
Subject Code : BS-101
Paper ID : [B0401]

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. Answer briefly :

- (a) What are some of the important steps that we should follow while writing a technical report?
- (b) What is the importance of body language while making a presentation?
- (c) What is an exit interview?
- (d) Mention three things that a candidate should not do while appearing for an interview.
- (e) What is a group discussion?
- (f) Give the meaning of Non -Verbal Communication.
- (g) What is E-Mail?
- (h) What is Electronic Meeting?
- (i) What is a circular?
- (j) Mention two essentials of a business letter.

SECTION-B

2. What is the importance of non-verbal communication in business communication?
3. What are the various storage devices used to store information?
4. Discuss the various steps of planning employed in letter writing.
5. Write a resignation letter to the President -HR of your organization. You are leaving the job as you have got a scholarship to study abroad.
6. Discuss the rules that have to be observed while taking part in a group discussion.
7. What is business letter? Explain various types of Business letters.

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