

Roll No.

[illegible]

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?

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.