

Roll No.

Total No. of Pages : 02

Total No. of Questions : 07

B.Sc. (IT) (2015 Batch)/ BCA (2011 & Onwards) (Sem.-2)

COMMUNICATION-II

Subject Code : BSIT/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 have to attempt any FOUR questions.**

SECTION-A

1. Write short notes on the following :

- i. Define formal and informal communication.
- ii. Explain the meaning of communication.
- iii. What is grapevine communication?
- iv. What are the advantages of e-mails?
- v. List the main elements of report.
- vi. What is the purpose of interview?
- vii. Write two advantages of extempore.
- viii. What is the difference between references and bibliography?
- ix. What is the role of Audience in presentation?
- x. What is a memo?

SECTION-B

2. What are important Do's and Don'ts while appearing for an Interview?
3. Why is informal communication important? Will informal communication vary with age and location?
4. Write the details on when to use a CV, what to include in it and how to write it.
5. '*Content, Communication skills, Group dynamics and Leadership are important for any group discussion*'. Do you accept this viewpoint? Why or why not?
6. What are important elements of project writing? How can we distinguish a good project report from a bad one?
7. What are the principles of effective communication?