

Roll No.

Total No. of Pages : 02

Total No. of Questions : 07

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

COMMUNICATION-II

Subject Code : BSBC/BSIT-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

Q1. Write briefly :

- a) Explain the advantages of formal communication.
- b) What do you mean by computer-based communication?
- c) What are the physical barriers to communication?
- d) Explain the advantages of e-mails.
- e) What do you mean by an appraisal interview?
- f) Presentations are indispensable part of business communication. Explain.
- g) How do you define a CV?
- h) What is the importance of grapevine?
- i) How do you distinguish between a memo and a letter?
- j) What are the important characteristics of sales letters?

SECTION-B

- Q2. What do you think can be the major objectives of communication? Briefly explain any two of them.
- Q3. Most of the barriers to communication are purely psychological. Discuss in detail.
- Q4. Write a letter to your suppliers requesting them to supply fully automatic washing machines manufactured by them.
- Q5. Draft a C V for the post of a chief accounts officer in a reputed company.
- Q6. Group discussion is considered to be an important activity in determining the competence of a candidate. Discuss.
- Q7. Write a report on the need to shift the branch office of your company from its present site to a more spacious and centrally located site.