

Roll No.

--	--	--	--	--	--	--	--	--	--	--	--	--	--

Total No. of Questions: 07

Total No. of Page: 01

B. Sc. (IT)/BCA (Sem. 1)
COMMUNICATION-I
Subject Code: BSIT/BSBC-101
Paper ID: B1107

Time: 3 Hrs.

Max. Marks: 60

INSTRUCTIONS 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. **Answer in brief:**
 - a) Variety in sentence structure.
 - b) Medias and business communication.
 - c) Define voices: active and passive, with examples.
 - d) "Presentation is purpose – oriented. "Elaborate.
 - e) "Reading Skill improves with reading. "Explain.
 - f) Core characteristics of a formal letter.
 - g) Process of encoding and decoding message.
 - h) "Right body language enhances presentation effect. "explain.
 - i) "Patience is the key to effective listening skill. "Discuss.
 - j) List salient features of a business tender.

SECTION B

2. Discuss direct and indirect speech, along with their usage and instances.
3. Write a detailed note on barriers to communication, with examples.
4. Present your comprehension of Non-Verbal Communication through an instanced answer.
5. Explain the importance of Reading and Writing Skill, with instances.
6. Explain the importance of PPT, and list steps of its preparation.
7. Elucidate importance of Listening Skill, and elimination of barriers to its acquisition.