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Total No. Of Questions: 7

Total No. of Pages: 01

B.Sc. (IT/BCA) (Sem.2)
COMMUNICATION-II
Subject Code:BSIT-201/ 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 in brief

- a) Encoding of message (for reception)
- b) Grapevine.
- c) Decoding of message (during reception).
- d) Horizontal communication.
- e) Importance of body language (during presentation)
- f) Beginning of effective sales letter (1st Para).
- g) Skills of disagreeing /agreeing with the interviewer.
- h) Feedback and its importance.
- i) Importance of viral-graph, chart, table in a report.
- j) Vocation and positive thinking.

SECTION B

2. Write a detailed note on the principles of effective communication, with instance.
3. Elucidate elements of inter-office memorandums, and development of interpersonal skills.
4. Discuss vital features of drafting a CV, with instances.
5. List good presentation skills, and discuss their importance in professional life.
6. "It is extempore speaking that charms the audience."
7. Write a note on the significance of soft skills for success in an interview.