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Total No. of Pages: 02

Total No. of Questions: 07

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

COMMUNICATION-II

M Code: 10050

Subject Code: BSBC/BSIT-201

Paper ID: [B1113]

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. Write short answers:
 - a) How e-mails can be used for feedback?
 - b) What constitutes the body of business report?
 - c) What are stress interviews?
 - d) Write two don'ts for appearing in an interview.
 - e) What is informal communication?
 - f) Write two advantages of Extempore speaking.
 - g) What is role of audience in presentation?
 - h) Write two advantages of formal communication.
 - i) What constitutes an abstract in report writing?
 - j) What is a memorandum?

SECTION B

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| 2. a) Describe the classification of Communication. | 5 |
| b) What are semantic barriers? What are the ways to overcome them? | 5 |
| 3. What are various types of interviews? Do you need different communication skill sets for appearing in these? Explain. | 10 |
| 4. What are the steps required for preparation of good presentation? | 10 |
| 5. Is informal communication as important as formal communication? Explain with examples. | 10 |
| 6. What are the Do's and Don'ts of Group discussion? | 10 |
| 7. Is project writing different from report writing? If yes, how? If no, why not? | 10 |