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Total No. of Pages : 03

Total No. of Questions : 07

BCA / B.Sc. (IT) , Diploma in Computer Application, DEP (Sem.-1)

COMMUNICATION-I

Subject Code : BSIT/BSBC-101

M.Code : 10043

Date of Examination : 10-01-2023

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 has to attempt any FOUR questions.

SECTION-A

1. Attempt all Questions:

- a. What is creative writing?
- b. What is vocabulary speech?
- c. What is notice?
- d. Write two advantages of effective listening.
- e. Explain types of business communication.
- f. What is sequence of speech?
- g. Write two remedies to improve reading.
- h. Give two advantages of effective business communication.
- i. Mention **any two** aspects that need to be taken care of while listening.
- j. Explain the importance of body language while delivering presentation.

SECTION-B

2. What is the importance of Business Communication? Explain the ways to handle and improve barriers.
3. Write a letter of application along with your Curriculum Vitae (CV) for the job in response to the following advertisement:

Position: Assistant Engineer.

Job description: Attending telephone calls, answering enquiries of guest Requirement: Graduate in Humanities, Good Communication Skill, Fluency in English language.

4. Assume that you are working with Abigza Company which manufactures lenses. And you have to prepare the PPT for the company. For that please write what is required for effective presentation and what is the importance of body language while delivering PPT?
5. Explain the importance of listening skills for a leader? List atleast five communication barriers and briefly discuss them.

6. **a) Fill each space with one of the words in its right form.**

- i. The earth is the member of the solar _____ because it moves round the sun.
- ii. The gas at the centre of Jupiter is very _____.
- iii. Jupiter is a _____ planet and much bigger than the earth.
- iv. The _____ of a circle passes through the centre.
- v. Astronomers use _____ to examine the stars.
- vi. All the _____ go round the sun in the same direction.
(Tremendous, telescope, system, dense, planet, diameter)

b) Change the voice:

- i. Mom read the novel in one day
- ii. The critic wrote a scathing review
- iii. I will clean the house every Saturday

- iv. The staff is required to watch a safety video every year
 - v. She faxed her application for a new job.
 - vi. Tom painted the entire house.
 - vii. I ran the obstacle course in record time.
7. Assume that you have bought a ceiling fan from the company USHA Fans Ltd. The Fan has been working very well. For the past two days the fan is rotating at slow speed even at die maximum number in the regulator. Write a E mail to the USHA Company and explain your problem.

NOTE : Disclosure of Identity by writing Mobile No. or Making of passing request on any page of Answer Sheet will lead to UMC against the Student.