

Roll No.

Total No. of Pages : 02

Total No. of Questions : 07

BCA (2013 & Onwards)/B.Sc. (IT) (2015 & Onwards) (Sem.-1)

COMMUNICATION-I

Subject Code : BSIT/BSBC-101

Paper ID : [B1107]

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. Do as directed :

- a. Convert and use the following as adjectives :
 - i. Goodness
 - ii. Childhood
- b. Fill in the blanks with suitable tense of the verb:
 - i. The patient.....(die) before the doctor reached.
 - ii. I shall attend the function if you..... (attend) the function.
- c. Change the form of voice:
 - i. He is building a new house.
 - ii. Muneet did not create the noise.
- d. Change the form of narration:
 - i. Rakesh said to him, "I have returned his money".
 - ii. Joginder said to Raman, "Come fast."
- e. Differentiate between formal and informal communication.
- f. List five objectives of communication.
- g. What should be borne in mind while planning introduction in a presentation/speech?
- h. What is non-verbal communication?
- i. What should be kept in mind while preparing PPTs?
- j. How can we find material for presentation?



SECTION-B

2. Read the following passage carefully and answer the questions that follow :

Power foods are foods that provide rich levels of nutrients like fibre, potassium and minerals. With people becoming increasingly health conscious today, a lot of fitness trainers encourage their clients to include these foods in their daily diet to increase muscle development. There are various ways of incorporating power foods in your daily diet. Of course, the key to enjoying power foods is proper preparation of these foods, the use of season-fresh foods, and indentifying your choice of flavour among power foods. Some of the recommended power food combinations are those that are prepared in our kitchens on a regular basis. Take for instance, the combination of chickpeas and onions. This combination is a powerful source of iron which is required by the body to transport oxygen to its various parts. Iron deficiency can lead to anaemia, fatigue, brain fog and tiredness. A study by the Journal of Agricultural and Food Chemistry says that sulphur compounds in onion and garlic help in the absorption of iron and zinc from chickpeas. The combination is a hit with teenagers who need to be diligent about getting iron in their diet. A quick way to prepare this power food is to make a chickpea salad with chopped onions, chaat masala and cilantro. Another favourite combination with power food takers is yoghurt and bananas. This makes for a perfect snack after a rough game of football. Exercising burns glucose and thus lowers blood sugar. Yoghurt is packed with proteins that help preserve muscle mass, and bananas are packed with carbohydrates that help in refueling energy and preventing muscle soreness. A quick and easy recipe with bananas is a banana smoothie topped with cool yoghurt. Among beverages, green tea is the best source of catechins that are effective in halting oxidative damage to cells. According to researchers at the Purdue University, adding a dash of lemon juice to green tea makes the catechins even more easily absorbable by the body. So, the next time you are with friends serve them rounds of iced green tea with mint and lemon juice.

Questions :

- a. What are power foods?
- b. What are the rules regarding the partaking of power foods?
- c. What is the advantage of including onions and garlic in our diet?
- d. Why is yoghurt and bananas an enriching power food?
- e. Why is green tea a recommended power food?
3. Describe various methods of communication.
4. a. Draft a notice calling a meeting of the Board of Directors of your company. Imagine all details.
- b. Write an email to the GM of your company informing him about the sales growth.
5. a. Describe the role of body language in presentation.
- b. Describe how to handle barriers in communication.
6. Elaborate barriers to listening.
7. Write a biography of your favourite IT Personality.

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BCA (2011 & Onwards) / B.Sc. (IT) (2015 & Onwards) (Sem. – 1)

COMMUNICATION-I

M Code: 10043

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 has to attempt any FOUR questions.

SECTION A

1. Write short note on the following:

- a) Effective Listening
- b) Verbal communication
- c) Writing as an art
- d) Medium of communication
- e) Audio visual aids
- f) Non-verbal communication
- g) Advertisement
- h) Parts of speech
- i) Importance of business communication
- j) Tenders



SECTION B

2. Discuss different objectives of business communication. Also describe the types of business communication.
3. Which are the presentation skills needed to give an effective oral presentation?
4. Discuss the qualities of a creative writer.
5. Explain the barriers that can obstruct the communication process. Also describe the solutions.
6. Read the passage and answer the questions that follow:

Born on March 26, 1876 in Ugh, Germany, Albert Einstein grew up and was educated in nearby Rotterdam. He was not a "teacher's pet" Far from being a genius, Albert was actually unable to speak fluently until he was nearly 12 years old. His hair was unruly as were his rumpled clothes and he would sometimes act up in class by barking or snorting loudly. It was when throwing a spitball at the back of classmate's head in 1886 that Einstein became first interested in Physics. Albert wondered about the laws of physics. Once he was expelled from the Rotterdam academy. Too embarrassed to admit to his parents that he had been expelled, he spent the years between 1888 and 1895 on the road pursuing careers in the performing arts. Not only did the young stranger earn the available position in the London symphony orchestra, he soon held the coveted "First Chair". In his 2 years with the symphony, Einstein proved himself to be a brilliant violin soloist. He came to New York in the early 1890s and he was eager to try out his hand on stage. He quickly found a job and he was an instant success as he added his comic talents. Because of his unruly mass of frizzy hair, he was often billed as "Fuzz-Ball". In 1896 Einstein passed the rigorous exam and began attending the FIT, New York's fashion institute of technology. He shifted his focus from mathematics to theoretical physics, shaping his future career. Einstein returned to Europe in 1902. He dreamt of becoming a brilliant physicist. He kept his dream alive by continuing his graduate studies by candle light. Finally, in 1904 he completed the requirements for his doctorate degree and began writing the first 3 of his many famous scientific papers, among them "The Theory Of Relativity", published in 1905.

- a) What was Einstein notorious for in school?
 - b) How did he become seriously interested in physics?
 - c) Why did he go to London and then to New York?
 - d) When did he study to complete his doctoral work?
 - e) Which was his famous scientific paper?
7. "Non-verbal communication adds to the meaning of the message being conveyed" Discuss

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BCA (2014 to 2018)/B.Sc. (IT) (2015 to 2018) (Sem.-1)
COMMUNICATION-I

Subject Code : BSIT/BSBC-101

M.Code : 10043

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

I. Attempt all Questions :

- a. What is creative writing?
- b. What is business communication?
- c. What is indirect speech?
- d. Explain the different parts of speech.
- e. What is an Email?
- f. What is advertisement?
- g. What are the characteristics of formal letter?
- h. Give few advantages of effective communication in business house.
- i. Mention **any two** aspects that need to be taken care of while preparing a good presentation.
- j. What is Non-verbal communication?

SECTION-B

2. What is the process of effective communication?
3. Write a formal letter of application for the job of a computer engineer in response to the following advertisement

Position : Computer Engineer

Job Profile : DBA, entry of information/records.

Skills : Engineering in Computers, Good Typing speed flexibility to work in shifts.



4. a. Fill in the blanks choosing the most suitable word from the choices given.

- i. You deposit your visa fees before you fill in the visa application (might, have to)
- ii. Now that the Secretary what she had to say we can ask for the reactions of the other member (completed, has completed)
- iii. A new company must try to build its (credibility, credulity)
- iv. There were too many divergent views and it became difficult to a consensus (arrive at, create)
- v. I feel that the whole department must responsibility for this mix-up (take, receive)

b. Change the voice :

- i. Harry ate six shrimp at dinner.
 - ii. Beautiful giraffes roam the savannah
 - iii. Sue changed the flat tire
 - iv. We are going to watch a movie tonight
 - v. I ran the obstacle course in record time
5. a. Explain the purpose of presentation skills in business world.
 - b. Explain the importance of body language while delivering presentation.
 6. Explain the importance of reading and writing skills and how writing skills can be improved through understanding and practicing
 7. Write the importance of understanding the barriers to communication and ways to handle and improve communication barriers.

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

Roll No.

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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.