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1st
Paper

2022

42

Time : 3 hours

Full Marks : 70

Candidates are required to give their answers in their own words as far as practicable.

The figures in the margin indicate full marks.

Answer from both the Sections as directed.

Section – A

Answer any four questions of the following :

10×4 = 40

1. As a manager, write a memo to all the office employees, issuing them a formal warning for coming late to the office.

2. Describe differences between Listening and Hearing.

3. Prepare a report for Jitendra who analyzed the construction progress for the new company building of Silicon technologies.

4. Describe the barriers to communication. (8)
3. Prepare a Résumé and a covering letter for Atishi who is applying for the post of a teacher at a primary school. (8)
6. Discuss strategies to have an effective presentation. (4)
7. How can one say that an interview is effective ?
8. The Core Committee of the Seinfeld College held its meeting to discuss various issues. Draft the agenda and minutes of the meeting.

Section – B

9. Answer **all** questions of the following : $10 \times 3 = 30$
- (a) Write a short note on the importance of communication. (2)
- (b) How does a mute person engage in communication ? (1)
- (c) Describe the differences between Physical and Mental noise. (2)
- (d) Mention factors that help in listening. (1)

- ✓ (e) Define communication. (2)
- ✓ (f) What is the difference between a Biodata and a Résumé? (2)
- ✓ (g) List digital tools that help in a presentation. (2)
- ✓ (h) What is noise? (1)
- ✓ (i) Write a short note on the correct use of articles in science. (1)
- ✓ (j) Define agenda and minutes of a meeting. (3)

