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Total No. of Printed Pages: 1

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B.Sc. (IT) (Semester – 2nd)
COMMUNICATION SKILLS -II
Subject Code: BHUM0213
Paper ID: 130406

Time: 03 Hours

Maximum Marks: 60

Instruction for candidates:

1. Section A is compulsory. It consists of 10 parts of two marks each.
2. Section B consists of 5 questions of 5 marks each. The student has to attempt any 4 questions out of it.
3. Section C consists of 3 questions of 10 marks each. The student has to attempt any 2 questions.

Section – A

(2 marks each)

Q1. Attempt the following:

- a. What is the purpose of a memorandum?
- b. What are two important email etiquette that one must follow?
- c. What is a project report?
- d. What are two skills required during extempore speaking?
- e. Mention two ways presentation skills are important in professional life.
- f. What is the purpose of a subject line in an application?
- g. What is the importance of a covering letter, when one writes a CV?
- h. What are the parts of a business report?
- i. What are two qualities that a good interviewer must possess?
- j. What are the two advantages of opening a group discussion?

Section – B

(5 marks each)

- Q2. Write a memo to an employee of your organization who is constantly late to work.
- Q3. Write a short application to your boss asking for a leave of absence due to an emergency.
- Q4. What are the various parts of a project report?
- Q5. What are the five qualities needed for a person to participate effectively in a group discussion?
- Q6. What are the don'ts that should be followed while appearing for an interview?

Section – C

(10 marks each)

- Q7. Write a cover letter and a CV for the post of software programmer in an IT company.
- Q8. What are the different types of interviews?
- Q9. Write a feasibility business report on behalf of a company that intends to start an artificial intelligence business given the recent demand for technology.