

Roll No.

Total No. of Pages : 02

Total No. of Questions : 07

B.Sc. (CS) (Sem.-2)
COMMUNICATIVE ENGLISH-II

Subject Code : BCS-209

M.Code : 71514

Date of Examination : 19-07-22

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 a student has to attempt any FOUR questions.

SECTION-A

1. Write short notes on :

- a) Business Communication
- b) Elements of communication
- c) Group discussion
- d) Extempore
- e) Advertisement
- f) Inter-office memorandum
- g) Report writing
- h) Curriculum Vitae
- i) Requisites of E-mail writing
- j) Formal vs. Informal communication

SECTION-B

2. What is Communication? Explain in detail the process and types of Communication.
3. Describe the complete process of preparing a good oral presentation. Also, highlight the importance of good presentation skills in professional skills.
4. Write a job application letter for the post of Digital Marketer along with your CV.
5. Write a letter to a supplier cancelling an order because of delay in sending the goods.
6. What do you understand by interviews? Discuss the do's and don't's while appearing for an interview.
7. Write a biography of your favourite personality.

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.