



इंद्रांगी
जन-जन का
विद्युतिकालय

INDIRAGANDHINATIONALOPENUNIVERSITY
Regional Centre Delhi-3



Format for Assignment Submission

For Term End Exam June/December- JUNE (Year) 2025

(Please read the instructions given below carefully before submitting assignments)

1. Name of the Student : Ashu Chaurasiya
2. Enrollment Number : 2501321326
3. Programme Code : MCA_NEW
4. Course Code
(Use this format course-wise separately)
5. Study Centre Code : MCS - 214
6. Study Centre Code
With complete address : LSC - 38046
7. Mobile Number : RAJDHANI COLLEGE
RAJA GARDEN NEW DELHI
8498713694
8. E-mail ID : Intermezzobrilliance@gmail.com
9. Details If this same assignment has
been submitted anywhere else also : No
10. Above information is cross checked and it is correct: Yes/ No

Date of Submission: 01-06-25

Ashu
(Signature of the student)

A. Important Instructions:-

1. Please do not send any assignment at any email of the Regional Centre, it will not be considered.
2. Please avoid duplicacy. Do not re-submit the same assignment anywhere else or by any other means.
3. About the mode of submission of assignments, pl wait for instructions from IGNOU Hqtrs. As soon as we shall come to know, we will share it with all.
4. Please do not use plastic covers. Use plain A4 size pages for assignments for uniformity and better management with this cover page format on each assignment.
5. Please write your name and enrollment no. at the bottom of each page of your assignment.
6. Please retain a photocopy set of assignment submitted with you for record(may be asked to submit at later stage) and also keep the assignment submission receipt in safe custody.
7. If assignment awards are not updated in your Grade Card within next 09 months, please write to us at rcdelhi3@ignou.ac.in giving your complete details and attaching the proof of assignment submission.
8. Assignment Question Paper can be downloaded from: <https://webservices.ignou.ac.in/assignments/>

B. Compulsory sequence of the Assignment Set:

1. Duly Filled in Assignment Submission Cover Page (This Format Page).
2. Copy of IGNOU Identity Card.
3. Print out of valid/applicable assignment question paper.
4. Handwritten Assignment, written on both the sides of page (preferably plain A4 size).



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मैदान गढ़ी, नई दिल्ली - 110068
Indira Gandhi National Open University
Maidan Garhi, New Delhi - 110068

IGNOU - Student Identity Card

Enrolment Number : 2501321326

RC Code : 38: DELHI 3 Naraina

Name of the Programme : MCA_NEW : Master of Computer Applications

Name : ASHU CHAURASIYA

Father's Name : VIJAY

Address : Flat No. 270,G, F Block-14, Pocket 13, Sector-20
RNORTH WEST

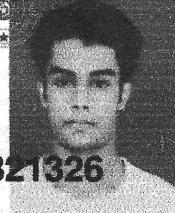
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Registrar
Student Registration Division

2501321326



Course Code	:	MCS-214
Course Title	:	Professional Skills and Ethics
Assignment Number	:	MCA_NEW(I)/214/Assign/2025
Maximum Marks	:	100
Weightage	:	30%
Last date of Submission	:	30th April 2025 (for January session) 31st October 2025 (for July session)

This assignment has eight questions. Answer all questions. You may use illustrations and diagrams to enhance the explanations. Please go through the guidelines regarding assignments given in the Programme Guide for the format of presentation.

Q1:

Read the following passage and answer the questions given below:

(10 X 2 = 20 Marks)

In today's interconnected world, technology is not just a tool; it is the foundation upon which modern communication and professional growth are built. The rise of digital platforms has revolutionized how we share information, collaborate, and make decisions. From instant messaging and video conferencing to collaborative software and cloud-based tools, technology bridges geographical gaps, enabling global teamwork and faster problem-solving.

Artificial Intelligence (AI) and automation are redefining workplace dynamics, creating a demand for adaptive soft skills like critical thinking, creativity, and emotional intelligence. Professionals now rely on virtual platforms to enhance productivity and efficiency, using tools such as project management software, digital calendars, and analytics dashboards.

However, the rise of technology also poses challenges. Over-reliance on digital communication can dilute interpersonal connections, and the fast-paced environment may lead to stress. Thus, striking a balance between leveraging technology and nurturing human interaction is essential for sustainable professional growth. Moreover, being tech-savvy is no longer a luxury but a necessity in virtually every industry. Staying updated with the latest trends, mastering new tools, and understanding the ethical implications of technological advancements are integral to a successful career in the modern era.

- ✓ i. What are some ways technology has revolutionized workplace communication?
- ✓ ii. Discuss the role of Artificial Intelligence in shaping the future of professional skills.
- ✓ iii. List three digital tools commonly used in professional environments and explain their significance.
- ✓ iv. How has technology contributed to global collaboration in modern workplaces?
- ✓ v. What challenges might arise from over-reliance on digital communication? Suggest solutions.
- ✓ vi. Explain the importance of balancing technology use with interpersonal skills. Provide examples.
- ✓ vii. Why is it essential to stay updated with technological advancements in your career?
- ✓ viii. Describe the ethical considerations that professionals must keep in mind while using technology.
- ✓ ix. How does technology enhance productivity, and what strategies can professionals use to manage tech-related stress?
- ✓ x. What soft skills complement technological expertise in achieving professional success?

Q2: Pick out words/phrases from the passage which have the following meanings.

(10 Marks)

- i. connecting the world
- ii. transformed
- iii. career development
- iv. spreading knowledge
- v. groupware
- vi. corporate behaviour
- vii. global synergy
- viii. over-dependence
- ix. renewable / long lasting
- x. moral overtones

Q3: Put the verbs in brackets in their correct form.

(10 Marks)

Last weekend, I _____ (past tense of "decide") to spend a day at the park. Early in the morning, I _____ (past tense of "pack") my bag with snacks, a book, and a frisbee. When I _____ (past tense of "reach") the park, I _____ (past tense of "find") a quiet spot under a tree. I _____ (past tense of "sit") down and _____ (past tense of "read") a few chapters of my book.

Later, I _____ (past tense of "meet") some friends who _____ (past tense of "bring") a picnic basket. We _____ (past tense of "play") frisbee for hours and _____ (past tense of "enjoy") the warm sunshine. It was a day full of fun and relaxation.

Q4: Write short notes on **any four** of the following:

(20 Marks)

- i) Importance of communication skills in professional and personal settings.
- ii) Role of emotional intelligence in building effective relationships at work.
- iii) Time management skills contribute to productivity and success.
- iv) Significance of teamwork and collaboration in achieving organizational goals.
- v) Impact of problem-solving skills in decision-making processes.

Q5: You have seen *software testing engineer* job in a software company advertised online. Write a letter in about 200-250 words to the company applying for the job. Include relevant factors such as why you are interested in it, your qualifications, experience, what you are doing now and how you could contribute to the position.

(10 Marks)

Q6: Read the advertisement below and write your Curriculum Vitae on the basis of it.

(10 Marks)

**Software Sales Executives (North)
For a
Leading Multinational Company**

We are seeking enthusiastic and dynamic individuals, both male and female, to join our team as Sales Representatives for our Accounting Software. The role is based in Gurugram and involves managing sales operations across North India. While no prior experience is necessary, a working knowledge of accounting software is essential for this position.

We offer industry-leading remuneration, with a strong emphasis on performance-based rewards.

Apply to Mr.Rahul Sachdeva

Personal Executive

XYZ Co., Sector-17, Gurugram, Haryana

Q7: Mark the stress in the following words:

(10 Marks)

- i) attend attention
- ii) believe belief
- iii) assist assistance
- iv) lovely loveliness
- v) commerce commercial

Q8: Prepare a presentation *on any one* of the following:

(10 Marks)

- i) Artificial Intelligence in Education
- ii) About Applications of IoT in Agriculture
- iii) Cloud-Based Applications

The presentation must be about 20 slides.

Question no. Q1) Read the following passage and answer the questions given below:

Question i. What are some ways technology has revolutionized workplace communication?

Answer: Technology has revolutionized workplace communication through instant messaging, video conferencing, collaborative software, and cloud-based tools, bridging geographical gaps and enabling global teamwork.

Question ii. Discuss the role of Artificial Intelligence in shaping the future of professional skills.

Answer: AI and automation are redefining workplace dynamics by creating a demand for adaptive soft skills such as critical thinking, creativity, and emotional intelligence.

Question iii. List three digital tools commonly used in professional environments and explain their significance.

Answer: Project management software, digital calendars, and analytics dashboards are commonly used digital tools that enhance productivity and efficiency in professional environments.

Question iv. How has technology contributed to global collaboration in modern workplaces?

Answer: Technology bridges geographical gaps, enabling global teamwork and faster problem-solving, thereby contributing significantly to global collaboration.

Question v. What challenges might arise from over-reliance on digital

communication? Suggest solutions.

Answer: Over-reliance on digital communication can dilute interpersonal connections and lead to stress. A solution is striking a balance between leveraging technology and nurturing human interaction.

Question vi. Explain the importance of balancing technology use with interpersonal skills. Provide examples.

Answer: Balancing technology use with interpersonal skills is essential for sustainable professional growth, as over-reliance on digital communication can dilute human connections. This balance ensures effective collaboration and avoids isolation.

Question vii. Why is it essential to stay updated with technological advancements in your career?

Answer: Staying updated with technological advancements is essential because being tech-savvy is a necessity in nearly every industry, and it's integral for a successful modern career.

Question viii. Describe the ethical considerations that professionals must keep in mind while using technology.

Answer: Professionals must understand the ethical implications of technological advancements to ensure responsible and successful use in their careers.

Question ix. How does technology enhance productivity, and what strategies can professionals use to manage tech-related stress?

Answer: Technology enhances productivity through tools like project management software and digital calendars. To manage tech-related stress,

professionals should balance technology use with nurturing human interaction.

Question x. What soft skills complement technological expertise in achieving professional success?

Answer: Soft skills like critical thinking, creativity, and emotional intelligence complement technological expertise in achieving professional success.

Question no. Q2: Pick out words/phrases from the passage which have the following meanings:

i. connecting the world

Answer: interconnected world

ii. transformed

Answer: revolutionized

iii. career development

Answer: professional growth

iv. spreading knowledge

Answer: share information

v. groupware

Answer: collaborative software

vi. corporate behaviour

Answer: workplace dynamics

vii. global synergy

Answer: global teamwork

viii. over-dependence

Answer: over-reliance

x renewable/long lasting

Answer: sustainable

x moral overtones

Answer: ethical implications

Question no. Q3: Put the verbs in brackets in their correct form.

Answer: Last weekend, I decided to spend a day at the park. Early in the morning, I packed my bag with snacks, a book, and a frisbee. When I reached the park, I found a quiet spot under a tree. I sat down and read a few chapters of my book. Later, I met some friends who brought a picnic basket. We played frisbee for hours and enjoyed the warm sunshine. It was a day full of fun and relaxation.

Question no. Q4: Write short notes on any four of the following:

i) Importance of communication skills in professional and personal settings

Answer: Effective communication skills are crucial for conveying ideas clearly, building rapport, resolving conflicts, and fostering understanding, leading to stronger relationships and better outcomes in both professional and personal spheres.

ii) Role of emotional intelligence in building effective relationships at work.

Answer: Emotional intelligence enables individuals to understand and manage their own emotions and those of others, fostering empathy, improving

collaboration, reducing workplace stress, and building stronger, more productive relationships.

iii) Time management skills contribute to productivity and success.

Answer: Strong time management skills allow individuals to prioritize tasks, allocate time efficiently, meet deadlines, and avoid procrastination, thereby increasing productivity, reducing stress, and contributing significantly to overall success.

iv) Significance of teamwork and collaboration in achieving organizational goals.

Answer: Teamwork and collaboration are vital for pooling diverse skills and perspectives, fostering innovation, enhancing problem-solving, and distributing workload effectively, which collectively accelerates progress towards shared organizational objectives.

Question no. Q5: You have seen software testing engineer job in a software company advertised online. Write a letter in about 200 - 250 words to the company applying for the job. Include relevant factors such as why you are interested in it, your qualifications, experience, what you are doing now and how you could contribute to the position.

Answer:

Ashu Chauhan

Hiring Manager, TestTech Corp.

Dear Hiring Manager,

I am writing to express my enthusiastic interest in the Software Testing

Engineer position, as advertised online. Having closely followed your company's innovative contributions to the tech industry, I am particularly drawn to your commitment to quality and cutting-edge solutions, which aligns perfectly with my professional aspirations.

I hold a Bachelor's degree in Computer Science and possess a strong foundation in software development life cycles, testing methodologies, and quality assurance principles. My academic background has equipped me with a solid understanding of various testing tools and techniques, including manual and automated testing, regression testing, and performance testing.

I am proficient in Selenium, JIRA, Python.

Currently, I am completing a specialized course in automated testing / working on personal projects to enhance my skills in specific areas / actively seeking opportunities to apply my theoretical knowledge in a practical setting]. This period has allowed me to deepen my understanding of software intricacies and refine my analytical and problem-solving abilities.

I am confident that my meticulous attention to detail, proactive approach to identifying potential issues, and dedication to delivering robust software solutions would make me a valuable asset to your team. I am eager to contribute to ensuring the high quality and reliability of your products, helping to maintain and enhance your company's reputation for excellence.

Thank you for considering my application. I have attached my resume for your review and welcome the opportunity to discuss how my skills and passion can benefit your company.

Sincerely, Ashu

Question no. Q6: Read the advertisement below and write your Curriculum Vitae on the basis of it.

Answer:

CURRICULUM VITAE

Ashu Chauhan, New Delhi, Phone: 91 +XXXXX3694, Email: ashu@capad.com

Objective: An enthusiastic and dynamic individual seeking the position of Software Sales Executive (North) at a leading multinational company, eager to leverage a working knowledge of accounting software to drive sales operations and contribute to performance-based growth in Gurugram and across North India.

Education: BSC Data Analytics

Skills:

Working knowledge of Accounting Software (e.g., Tally, QuickBooks, SAP FICO basics)

Strong communication and interpersonal skills

Sales and negotiation aptitude

Client relationship management

Problem-solving and analytical abilities

Proficiency in MS Office Suite

Experience:

No prior sales experience required as per advertisement.

Personal Details:

Grendel: male

Location Preference: Gurugram, Haryana (for base operations)

Availability: Immediately

References: Available upon request.

Question no. Q7: Mark the stress in the following words:

Answers:

i) attend: aTEND attention: aTTENTION

ii) believe: bEIEVE belief: bELIEF

iii) assist: aSSIST assistance: aSSISTance

iv) lovely: LOVEly loveliness: LOVEliness

v) commerce: COMmerce commercial: COMMERCial

Question no. Q8: Prepare a presentation on any one of the following:

i) Artificial Intelligence in Education