Technologies

Course Code : MCS-214
Course Title : Professional Skills and Ethics
Assignment Number : MCA_NEW(1)/214/Assign/23

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This assignment has eight questions. Answer all questions. Rest 20 marks are for viva voce. 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: Time management has become one of the key issues of the second half of the twentieth century. Managers, grappling with work pressures and deadlines, have come to recognize that time is a precious commodity to be 'saved', 'gained', and not 'wasted' or 'lost'. But if time is a commodity, how then can we best describe, measure and manage it? To describe and manage it, imagine a line that goes back to the beginnings of creation and continues into the mists of the future. And on that line are a number of significant marks-these separate the past from the present from the future. And within each time zone-past, present and future-we can differentiate periods of time from points of time. For example, the 1980s gave us a period of rapid economic growth; black Monday was a point of sudden financial catastrophe. How can this brief analysis help the international manager? Firstly, there is the link between past, present and future. In other words, historical performance should be a guide to the future, and the present ought to represent last year's forecast. So change-that which normally differentiates any two periods on our continuum - can be seen as a gradual evolution rather than a dramatic revolution. Secondly, the use of a time-planning system, on which key points and periods are plotted, enables managers to organize their activities so that bottlenecks can be avoided and deadlines can be met. So stress, where the jobs to be done exceed the available time, can be reduced to an acceptable and productive level.

i. Tick the right choice:
Ans.
b) in the latter part of the twentieth century.
ii. Give two reasons why managers are giving so much importance to time management.
Ans.

Managers are giving importance to time management because of the work pressures and deadlines that they face, and they recognize that time is a valuable resource that should be saved and not wasted or lost.

iii. Explain the difference between period of time and point of time giving your own examples.
Ans.

Period of time refers to a span of time that has a beginning and an end, while point of time refers to a specific moment in time. For example, the 1980s was a period of time that lasted from 1980 to 1989, while black Monday was a point of time that occurred on October 19, 1987.

iv. Do you think time management can reduce stress? Discuss.

Yes, time management can reduce stress because it allows managers to organize their activities and prioritize their tasks, which helps them avoid bottlenecks and meet deadlines. By managing their time effectively, managers can also reduce the feeling of being overwhelmed by their workload, which can help reduce stress levels. Additionally, when managers are able to complete their work in a timely manner, they are less likely to experience the negative consequences of missed deadlines, which can also contribute to reduced stress.

Q2: Pick out words/phrases from the passage which have the following meanings. (10 Marks)
i.   time when the world was made
ii.   Area
iii.   latest time by which an activity must be completed.
iv.   step by step.
v.   article which can be bought and sold
vi.   make a division between two things
vii.   work very hard to solve a problem
viii.   unclear period of time
ix.   time or place when jobs cannot be carried out, usually because of other pressures
x.   terrible event.

Ans:-
i.   time when the world was made - beginnings of creation
ii.   area - time zone
iii.   latest time by which an activity must be completed - deadline
iv.   step by step - gradual evolution
v.   article which can be bought and sold - commodity
vi.   make a division between two things - separate vii. work very hard to solve a problem - grappling
vii.   unclear period of time - mists of the future
viii.   time or place when jobs cannot be carried out, usually because of other pressures - bottlenecks
ix.   x. terrible event - financial catastrophe (example: black Monday)

Q3: Put the verbs in brackets in their correct form.
We…………i…………(write) to tell you about the reorganization at Softsys. As you ……….ii…………(know), we …………iii…………(trade) for two years now and …………iv…………..(establish) a reputation as a reliable local supplier of business software. On the one hand, the rapid growth in our business during this period………v…………(give) us very good results; on the other, this increased business……………vi…………..(now place) a lot of pressure on our organization. So, we ……………vii……………..(currently change) the structure of Softsys so that we can continue to provide the level of service and support that you, as a valued customer, …….viii…….(expect). We ……..ix……(not plan) any major changes; the company……….x………(continue) to be owned and run by the three partners.

Ans.

i. are writing
ii. know
iii. have been trading
iv. have established
v. has given
vi. now places
vii. are currently changing
viii. expect
ix. are not planning
x. will continue

Q4: Write short notes on any four of the following: (20 Marks)
i)   Antivirus Software
ii)   Interpersonal Skill Development at Workplace
iii)   Do's and Don'ts during Presentations.
iv)   Importance of Visuals in Presentations.
v)   Do's and Don'ts on Social Media.
Ans.

i) Antivirus Software: Antivirus software is a program designed to detect, prevent, and remove malicious software (malware) from a computer system. It scans files and email attachments for known malware signatures and behavior patterns. Antivirus software can also block access to websites that are known to be malicious. It is essential to have antivirus software installed on your computer to protect your personal data, financial information, and privacy.

ii) Interpersonal Skill Development at Workplace: Interpersonal skills are essential to build positive relationships with colleagues, managers, and clients at the workplace. Developing good interpersonal skills can enhance communication, collaboration, and teamwork. Some of the critical interpersonal skills that one can develop include active listening, effective communication, conflict resolution, empathy, and adaptability. Regular training and practice can help individuals develop these skills and create a positive work environment.

iii) Do's and Don'ts during Presentations: Presentations are an essential part of business communication, and they require proper preparation and execution. Some of the essential do's during presentations include understanding the audience, preparing an engaging introduction, using visual aids, and practicing the presentation beforehand. Some of the don'ts during presentations include reading from slides, using jargon or technical terms, going off-topic, and speaking too quickly or too slowly.

iv) Importance of Visuals in Presentations: Visuals can enhance the effectiveness of a presentation and make it more engaging for the audience. Visual aids such as images, charts, and graphs can help clarify complex information and make it easier to understand. Moreover, using visuals can also help the presenter emphasize key points, keep the audience's attention, and make the presentation more memorable.

Q5: You have seen a job with a multinational company advertised in a newspaper. Write a letter in about 200-250 words to the company applying for the job. Include relevant factors such as the nature of the job and why you are interested in it, your qualifications and experience, what you are doing now and what you could contribute to the position.
Ans.

Dear Sir/Madam,
I am writing in response to the job advertisement that I recently saw in the newspaper for a position with your multinational company. I am interested in applying for the job, and I believe that I have the qualifications and experience necessary to excel in this position.

The nature of the job that you have advertised is highly appealing to me. I have always been passionate about working in a multinational company that values innovation, creativity, and teamwork. Your company's commitment to excellence and growth aligns with my career goals, and I am excited to be a part of your team.

I have completed my Bachelor's degree in Business Administration from XYZ University and have been working in the marketing department of ABC company for the past three years. During my time with ABC, I have gained valuable experience in market research, product development, and digital marketing. My expertise in these areas, along with my excellent communication and interpersonal skills, would make me an asset to your team.

I believe that I can contribute to your company's success by bringing in new ideas, improving processes, and driving growth through effective marketing strategies. I am a quick learner, adaptable, and can work effectively in a fast-paced environment.

I am excited about the opportunity to work with your company, and I look forward to hearing back from you regarding my application. Thank you for considering my application.

Sincerely,
[Your Name]

Q6:Read the advertisement below and write your Curriculum Vitae on the basis of it. (10 Marks)
Computer Sales Executives (South) For a Leading Multinational Company We are looking for young, dynamic males/females interested in selling Computers. The position is based in Chennai and the candidates will be responsible for sales in the South of India. No experience required but working knowledge of Computers is essential. Remuneration is comparable with the best in the industry, and will be linked to performance. Apply to Ms. Lalita S Rao Personal Executive XYZ Co. P.O. Box: 3675

Ans:

<center>CURRICULUM VITAE</center>

Personal Details:
Name: [Your Name]
Address: [Your Address]
Contact Number: [Your Phone Number]
Email: [Your Email Address]

Objective: To obtain a position as a Computer Sales Executive with a leading multinational company, utilizing my strong communication and sales skills, along with my passion for technology and computers.

Education:
- Bachelor's degree in Computer Science, XYZ University, Chennai (2018-2021)
- Higher Secondary Certificate, ABC School, Chennai (2016-2018)

Skills:
- Strong communication and interpersonal skills
- Excellent sales skills
- Working knowledge of computers and technology
- Ability to work well in a team environment
- Proficient in Microsoft Office suite

Experience: None

Certifications:
- Certification in Sales and Marketing, XYZ Institute, Chennai (2021)

References: Available upon request

I am interested in applying for the position of Computer Sales Executive with your leading multinational company. As a recent graduate with a Bachelor's degree in Computer Science and a certification in Sales and Marketing, I have developed a strong understanding of computers and technology, along with excellent communication and sales skills.

I am excited about the opportunity to work with your company in a dynamic and challenging role, and I believe that I can contribute to the growth and success of the organization through my dedication, hard work, and willingness to learn.

Thank you for considering my application. I look forward to hearing back from you.

Sincerely, [Your Name]

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
Ans:-
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) Any eCommerce portal
ii) Any software product
iii) A software project you have een involved in recently
iv) Applications of Artificial Intelligence
The presentation must be about 20 slides.
Ans.

Available in Our Telegram group ………---Link in Description Box