

Course Code	:	MCS-015
Course Title	:	Communication Skills
Assignment Number	:	BCA(II)/015/Assignment/2024-25
Maximum Marks	:	100
Weightage	:	25%
Last date of submission	:	31st October, 2024 (For July Session) 30th April, 2025 (For January Session)

This assignment has ten questions in this assignment. 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 passage below and answer the questions that follow:

Whatever the type of job interview — a walk-in, a telephone interview or a regular in-person job interview, preparation is the key. It is important that you keep yourself in a state of high motivation and readiness, making optimum use of your time to equip yourself to excel. Here are a few things you'd like to do for sure, by way of preparation.

You are certain to be asked specific questions about your potential employer, so make sure you've done your homework on company information like company history, recent performance, their last year's profits and latest product launches. Nothing is as disappointing as when a candidate shows enthusiasm and then doesn't even know the most basic facts and figures about the company. So, where can you find all this information? The most likely place is the Internet. A visit to the company website could help you get all the vital statistics, including products and services as well as a feel of the company culture. You must also check out the annual report and look for a press or company news page. Put their name into a search engine to see if they've had any recent interesting stories written about them. It is also advisable to tap industry sources, trade journals, newspapers and other business publications to give you good background knowledge of the industry as well as the company.

Talk to people who work in the company or in similar companies / areas to gather as much information as you can about the nature of work, responsibilities, work culture and work requirements.

For the interview, you need to know your CV inside out. Go through your CV carefully and make notes on how you will elaborate or illustrate what you have stated. You need to be ready with examples from your experience to be able to substantiate all the claims you have made. Try to relate specific areas of your CV back to the job description. It will make it clear to the interviewer why they should hire you. Also go through the copy of your application carefully before the interview. The interview panel is likely to ask specific questions about it.

Going for a job interview is no different from going for an exam. It is important that you go well prepared and confident so that you can field any question that is put to you.

Before the Interview

Apart from finding out about the company and being thorough with your CV, it would be helpful to follow these tips:

- Make a rational assessment of yourself before you go for the interview. Know your strengths and weaknesses.
- Review your skills and abilities.
- Have a mock interview with a friend based on the common interview questions you're likely to face.
- If you are asked to bring certificates, references, etc, get them ready well in advance to avoid having to chase around them on the morning of the big day.
- If you have filled up a statement of purpose as part of the application, be ready for some probing questions based on this.
- Be sure you know the time, date and location of the interview.
- Decide how you will get there and when you need to set off to arrive in good time, anticipating any delays. Visit the place once beforehand if possible.
- If you look good, you tend to feel good too. Avoid any last minute panic by preparing what you're going to wear the night before.
- Don't go into the interview with lots of baggage - psychological or physical. Take the bare minimum with you so you can concentrate on the interview, and nothing else.
- Prepare at least 5 questions that you would like to ask the panel about the company or your job. You don't have to ask them all. See for yourself what is most appropriate to ask during the interview.

(a) What should be your state of mind when getting ready for a job interview? (2 Marks)

(b) Why do you need to do adequate homework about the company where you have been called for an interview? (2 Marks)

(c) What sort of information can you get about the company from the internet? (2 Marks)

(d) Going for an interview is just like going for an exam? Discuss. (2 Marks)

(e) Regarding the tips given in the passage which is the most useful for you and why. (2 Marks)

Q2. Find words from the passage that mean the same as the following: (10 Marks)

(a) The state of being prepared for something

(b) To the maximum

(c) To stand out

(d) Possible in the future

(e) Eagerness

(f) Most important

- (g) Give details
- (h) Objective and reasonable
- (i) Searching
- (j) Being aware of

Q3. Identify the part of the sentence which is grammatically incorrect: **(5 Marks)**

(1) Even in thick fog, (2) the tower of the Taj (3) can be seen clearly (4) and so do those of the Agra fort.

(1)The ship had sank (2) in the Pacific (3) before the distress signal (4) was sent.

(1)Rajiv drove (2) as fastly as he could (3) but failed to (4) overtake the train.

(1) I don't wish (2) to buy a new camera (3) as my old one (4) works perfect.

(1) The meanings of certain (2) difficult terms and phrases (3) are given (4) in the bottom of the page.

4. Rewrite these sentences beginning with the words given below. **(5 Marks)**

- (a) The crop have been destroyed due to heavy rainfall.
Heavy rainfall.....
- (b) We will hold the meeting on 9th of this month.
The meeting.....
- (c) The farm is being sold.
They are
- (d) You are requested to maintain silence.
Please
- (e) The college has organized an inter-school debate competition.
An inter-school.....

Q5. Fill in the blanks with a/an, the or no article Ø. **(10 Marks)**

The larger meeting, the more difficult it becomes to reach at decision.
ideal size of meeting depends on..... purpose of meeting. If..... meeting has
been called to give..... information to the members, the number of participants do not matter.
But if meeting has been called to take..... decision on any matter, it is advisable to call
just..... few individuals for it.

All..... meetings have something in..... common. most important feature is
agenda. The next is the role of Chairperson. efficient chairperson will adhere to
..... agenda and time and focus only on..... purpose, and reaching desired objectives
of the meeting.

Q6. Write short notes on the following: **(10 Marks)**

- (a) An effective meeting
- (b) How to overcome panic while presenting

Q7. Write an essay in 250 to 300 words on **any one** of the following: **(20 Marks)**

- Social Media is Boon or Bane for students.
- The impact of Artificial Intelligence on Society.
- The role of ICT in the business success.

Q8. Mark the stress in the following words: **(10 Marks)**

examine	examination
academic	academician
favourite	favoritism
exhibit	exhibition
govern	government

Q9. Write a conversation between you and your father. Discuss how people have, over the years, changed the way they spend their leisure time. Take about 15 turn's atleast. **(10 Marks)**

Q10. Write a letter to a friend about your new job in a Multi National Company. Talk about the nature of work that you do and the satisfaction that you derive from it. Also talk about your team-lead, team members and project manager. Write in about 150 words. **(10 Marks)**

Q.1 - Read the passage below and answer the questions that follow:

a walk-in, a telephone interview or that you can field any question that is put to you.

Before the Interview

Apart from ask during the interview.

(a) What should be your state of mind when getting ready for a job interview?

ANS.- You should be in a state of high motivation and readiness, making optimal use of your time to prepare yourself to excel in the interview.

(b) Why do you need to do adequate homework about the company where you have been called for an interview?

ANS.- You need to be well-informed about the company because the interviewers are certain to ask specific questions about the organization. A lack of knowledge can be disappointing and show a lack of enthusiasm.

(c) What sort of information can you get about the company from the internet?

ANS.- From the internet, especially the company website, you can gather company history, recent performance, profits, latest product launches, and get a sense of the company culture. Other sources, such as search engines, may provide recent stories about the company.

(d) Going for an interview is just like going for an exam? Discuss.

ANS.- Both situations require thorough preparation and confidence. Just as you study for exams, preparing for an interview involves knowing your CV, understanding the job description, and being ready to answer any questions posed by the interviewers. www.vidshare.net

(e) Regarding the tips given in the passage which is the most useful for you and why.

ANS.- One of the most useful tips is to **review your strengths and weaknesses** beforehand. This self-assessment not only boosts confidence but also allows you to address questions about areas where you can improve, helping you present yourself more effectively.

Q.2 - Find words from the passage that mean the same as the following:

(a) The state of being prepared for something

ANS.- The state of being prepared for something – Readiness

(b) To the maximum

ANS.- To the maximum – Optimum

(c) To stand out

ANS.- To stand out – Excel

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(d) Possible in the future

ANS.- Possible in the future – Potential

(e) Eagerness

ANS.- Eagerness – Enthusiasm

(f) Most important

ANS.- Most important – Vital

(g) Give details

mxnish

ANS.- Give details – Elaborate

(h) Objective and reasonable

ANS.- Objective and reasonable – Rational

(i) Searching

ANS.- Searching – Probing

(j) Being aware of

ANS.- Being aware of – Knowing

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Q.3 - Identify the part of the sentence which is grammatically incorrect:

(1) Even in thick fog, (2) the tower of the Taj (3) can be seen clearly (4) and so do those of the Agra fort.

ANS.- (4) and so do those of the Agra fort – The correct form is "and so can those of the Agra fort."

(1) The ship had sank (2) in the Pacific (3) before the distress signal (4) was sent.

ANS.- (1) The ship had sank – The correct form is "The ship had sunk."

(1) Rajiv drove (2) as fastly as he could (3) but failed to (4) overtake the train.

ANS.- (2) as fastly as he could – The correct form is "as fast as he could."

(1) I don't wish (2) to buy a new camera (3) as my old one (4) works perfect.

ANS.- (4) works perfect – The correct form is "works perfectly."

(1) The meanings of certain (2) difficult terms and phrases (3) are given (4) in the bottom of the page.

ANS.- (4) in the bottom of the page – The correct form is "at the bottom of the page."

Q.4 - Rewrite these sentences beginning with the words given below.

(a) The crop have been destroyed due to heavy rainfall.

Heavy rainfall.....

ANS.- Heavy rainfall has destroyed the crops.

(b) We will hold the meeting on 9th of this month.

The meeting.....

ANS.- The meeting will be held on the 9th of this month.

(c) The farm is being sold.

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They are

ANS.- They are selling the farm.

(d) You are requested to maintain silence.

Please

ANS.- Please maintain silence.

(e) The college has organized an inter-school debate competition.

(e) The college has organized an inter-school debate competition.
An inter-school.....

ANS.- An inter-school debate competition has been organized by the college.

Q.5 - Fill in the blanks with a/an, the or no article Ø.

The larger meeting, the more difficult it becomes to reach at decision. ideal size of meeting depends on..... purpose of meeting. If..... meeting has been called to give..... information to the members, the number of participants do not matter. But if meeting has been called to take..... decision on any matter, it is advisable to call just..... few individuals for it. All..... meetings have something in..... common. most important feature is agenda. The next is the role of Chairperson. efficient chairperson will adhere to

agenda and time and focus only on..... purpose, and reaching desired objectives of the meeting.

ANS.- The larger **the** meeting, the more difficult it becomes to reach **a** decision. **The** ideal size of **a** meeting depends on **the** purpose of **the** meeting. If **a** meeting has been called to give **Ø** information to the members, the number of participants does not matter. But if **a** meeting has been called to take **a** decision on any matter, it is advisable to call just **a** few individuals for it. All **Ø** meetings have something in **Ø** common. **The** most important feature is **the** agenda. The next is the role of **the** Chairperson. **An** efficient chairperson will adhere to **the** agenda and time and focus only on **the** purpose, and **Ø** reaching desired objectives of the meeting.

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Q.6 - Write short notes on the following:

(a) An effective meeting

ANS.- An effective meeting is well-organized, focused, and productive, ensuring that all participants are engaged and contribute meaningfully. It begins with clear objectives and an agenda that outlines the topics for discussion and allocates time for each item. Meetings should start and end on time, with the chairperson ensuring that the conversation remains relevant to the objectives.

Participants must be well-prepared, having reviewed any necessary materials in advance. Open communication is key, with everyone encouraged to express their opinions and ask questions. An effective meeting also emphasizes decision-making, with action items clearly assigned to individuals with deadlines for completion.

Minutes are recorded to capture key points, decisions made, and future actions. Post-meeting follow-ups are critical to ensure accountability and to track progress. The overall aim is to create a collaborative atmosphere where ideas are shared freely and efficiently, while avoiding unnecessary discussions that waste time. By keeping meetings purposeful, results-oriented, and inclusive, they can contribute to team cohesion and successful project outcomes.

(b) How to overcome panic while presenting

ANS.- Overcoming panic while presenting involves mental and physical preparation. To begin with, thorough preparation of the presentation material ensures confidence. Knowing the content inside out reduces the chances of getting flustered by unexpected questions or disruptions.

Practicing in front of a mirror or with a trusted person helps build familiarity with the presentation flow and timing. Visualizing a successful presentation before you begin can also boost self-confidence. Deep breathing exercises can help calm nerves right before starting. It's also important to maintain a steady pace, as rushing can increase anxiety.

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During the presentation, focus on slow, deliberate breathing to maintain calm. Engaging with the audience by making eye contact and pausing between points to assess their reactions helps maintain control over the situation. If panic arises mid-presentation, taking a brief pause or sipping water can help regain composure.

Finally, accepting that minor mistakes may happen and shifting focus from perfectionism to delivering value will reduce the pressure. With consistent practice, presenting can become less daunting and more manageable.



Q.7 - Write an essay in 250 to 300 words on any one of the following:

- **Social Media is Boon or Bane for students.**
- **The impact of Artificial Intelligence on Society.**
- **The role of ICT in the business success**

ANS.- Social media has become an integral part of the lives of students in today's digital age. Platforms like Facebook, Instagram, Twitter, and TikTok have revolutionized how students interact, share information, and engage with the world. The question that arises is whether social media is a boon or a bane for students. To answer this, it is important to weigh both the advantages and disadvantages of social media for students.

The Boon of Social Media

Social media offers many benefits to students. Firstly, it provides a vast platform for learning. Educational content, discussions, and collaborations can happen easily through online groups and forums. For instance, students can access tutorials, attend live classes, and participate in academic discussions from anywhere in the world. Platforms like YouTube and LinkedIn Learning provide valuable resources on a wide range of topics. This accessibility to information enriches the learning process and allows students to expand their knowledge beyond textbooks.

Secondly, social media fosters communication and collaboration. Students can connect with peers,

Secondly, social media fosters communication and collaboration. Students can connect with peers, teachers, and experts, enhancing their learning experiences. It allows for group studies, project collaborations, and academic discussions to happen seamlessly across geographical boundaries. This helps students build their networks, engage in discussions with diverse perspectives, and develop essential communication skills.

Thirdly, social media can help students build a positive online presence that can benefit their future careers. Professional networks like LinkedIn offer a space where students can showcase their achievements, skills, and experiences. Building a professional digital footprint early on can provide long-term career benefits.

The Bane of Social Media

On the flip side, social media can also be a bane for students if not used wisely. One of the most pressing concerns is the addiction to social media, which can lead to distraction. Students who spend excessive

time on social platforms may find it difficult to concentrate on their studies. Scrolling through endless feeds and engaging with entertainment content can consume hours of valuable time, leading to poor academic performance.

Moreover, social media can be a source of misinformation. With the ease of sharing content, false or misleading information can spread rapidly, which can be detrimental to students who rely on it for research or learning purposes. It is crucial for students to develop critical thinking skills to differentiate between credible sources and unreliable content online.

Cyberbullying is another serious issue associated with social media. Many students are subjected to harassment or negative comments online, which can affect their mental health and self-esteem. The anonymity offered by social media platforms can often result in negative behavior, creating a toxic environment for young users.

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Finally, the constant comparison with peers, driven by the curated lives shown on social media, can lead to feelings of inadequacy or anxiety. The pressure to maintain a perfect online persona can be emotionally exhausting, affecting students' well-being.

Conclusion

In conclusion, social media can be both a boon and a bane for students, depending on how it is used. If students leverage social media for learning, collaboration, and networking, it can significantly enhance their academic and personal growth. However, if misused, it can become a source of distraction, misinformation, and stress. It is important for students to find a balance, using social media responsibly and mindfully to harness its positive potential while avoiding its pitfalls. Parents, educators, and students

and mindfully to harness its positive potential while avoiding its pitfalls. Parents, educators, and students themselves must work together to ensure that social media becomes a tool for empowerment rather than a source of harm.

Q.8 - Mark the stress in the following words:

examine examination

academic academician

favourite favoritism

exhibit exhibition

govern government

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ANS.- The stressed syllables are indicated in **bold**:

- **examine** – examine
- **examination** – examination
- **academic** – academic
- **academician** – academician
- **favourite** – favourite

- favoritism – favoritism
- exhibit – exhibit
- exhibition – exhibition
- govern – govern
- government – government

Q.9 - Write a conversation between you and your father. Discuss how people have, over the years, changed the way they spend their leisure time. Take about 15 turn's atleast.

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ANS.- Raj Kumar: Hi Dad, have you noticed how people have changed the way they spend their leisure time over the years?

Father: Hi Raj, yes, it's quite interesting to see how leisure activities have evolved. What do you think has changed the most?

Raj Kumar: I think technology has had a huge impact. People used to spend more time outdoors, but now a lot of leisure time is spent on devices.

Father: True. When I was younger, we'd play outside with friends or read books. Today, it seems like many prefer to stay indoors and use smartphones or computers.

Raj Kumar: Exactly! Social media platforms and video games have become major sources of

entertainment. It's a big shift from traditional activities like playing board games or going for walks.

Father: And it's not just about the devices. Even how people consume content has changed. Back in the day, we had to wait for TV shows to air or go to the cinema. Now, streaming services offer on-demand entertainment.

Raj Kumar: Yes, and there's a lot more content available now. It's amazing how we can binge-watch entire seasons of shows without waiting for weekly episodes.

Father: That's true. But do you think this constant access to entertainment has affected people's social lives?

Raj Kumar: In some ways, yes. While technology connects people virtually, it sometimes reduces face-to-face interactions. People might chat online rather than meeting friends in person.

Father: That's a good point. There's also the issue of people being glued to their screens even in social settings. It's like everyone is in their own digital world.

Raj Kumar: Right, and it's not just social interactions. Even how people exercise has changed. Instead of going to parks or gyms, some people prefer home workouts using apps and online videos.

Father: Yes, technology has made it easier to exercise at home. But there's something special about going to a park or gym and interacting with others while working out.

Raj Kumar: I agree. Sometimes, I think the convenience of technology comes at the cost of missing out on personal experiences. But technology also offers new forms of leisure, like virtual reality games.

Father: Virtual reality is fascinating. It creates immersive experiences that were unimaginable in the past. It's a whole new level of engagement in leisure activities.

Raj Kumar: Definitely. And let's not forget about how people travel. Booking flights and accommodations is much easier online now, and travel blogs help us plan trips more efficiently.

Father: That's true. Travel has become more accessible, but I wonder if the over-reliance on technology might take away some of the spontaneity of travel experiences.

Raj Kumar: That's a valid concern. While technology helps in planning, sometimes the best experiences come from unplanned adventures and interactions with locals.

Father: Yes, there's a balance to be found. Technology can enhance our leisure time, but it's important to not let it completely replace traditional activities and real-world experiences.

Raj Kumar: Absolutely. It's about finding the right mix and enjoying both the benefits of modern technology and the joys of classic leisure activities.

Father: Well said, Raj. It's fascinating to see how leisure activities have evolved and how we can adapt to these changes while still appreciating the past.

Raj Kumar: I agree. It's all about embracing change and making the most of both old and new ways of spending our free time.

Father: Exactly. Let's keep exploring and enjoying the best of both worlds in our leisure time.

Q.10 - Write a letter to a friend about your new job in a Multi National Company. Talk about the nature of work that you do and the satisfaction that you derive from it. Also talk about your team-lead, team members and project manager. Write in about 150 words.

ANS.- Dear Sunil,

I hope this letter finds you well. I wanted to share some exciting news with you—I've just started a new job at a Multi-National Company! My role involves working on innovative software solutions for global clients. I'm primarily engaged in developing and testing new features, which has been both challenging and fulfilling.

The nature of the work is stimulating, and I find great satisfaction in solving complex problems and contributing to cutting-edge projects. My team-lead, Ananya, is incredibly supportive and knowledgeable, making it easy to learn and grow. My team members are enthusiastic and collaborative, and we work together seamlessly on various projects.

Our project manager, Mr. Rajesh, is excellent at coordinating our efforts and ensuring we meet our deadlines. It's a great environment, and I'm really enjoying the new challenges. I look forward to catching up soon!

Best, Raj Kumar