

Paper Code : 21303

F-403

B.C.A. (First Semester) Examination, 2021-22

(New Course)

Paper - BCA-103-N

Language and Communication

Time : Three Hours / [Maximum Marks : 70

Note : Attempt any five questions. All question carry equal marks.

1. What do you understand by the term 'Technical English'? Describe the significance of accuracy and consciousness in Technical English.
2. Describe the principles of business communication.

3. Write a short note on any two of the following:
 - (i) Effective listening
 - (ii) Office orders
 - (iii) Teleconferencing
4. What do you understand by non-verbal communication? Which points should be taken into consideration for effective non-verbal communication.
5. Give a detailed account of the effective public speaking. <https://www.mjpruonline.com>
6. Prepare a report of any topic of your choice.
7. Which points you would take into consideration while appearing for an interview.
8. Draft an application for a vacant position of computer analyst in a firm.

9. Write short note on any **two** of the following :

- (i) Seminar and group discussion
- (ii) Format for thesis
- (iii) Formal communication system