

Graphic Era Hill University, Dehradun
(Answer Sheet for Online Examination Aug. 2021)

Please tick (✓) your campus: (DEHRADUN/BHIMTAL/HALDWANI)
Name: Deepankar Sharma Univ. Roll No. 2092014 Student ID. 20041299
Date: 14 Aug 2021 Course: BCA Branch: Sem.: II Section:
Subject Name: Professional communication Subject Code: THU 201 Page No. 01

Question 1- The Johari window model is used to enhance the individual's perception on others. This model is based on two ideas- trust can be acquired by revealing yourselves to others and learning yourself from their feedbacks. Each person is represented by the Johari window model through four quadrants or window panes. Each four window panes signify personal information, feelings, motivation and whether that information is known or unknown to oneself or others in four viewpoints.

Known to self		Not known to self		The Johari Window Model
Known to others	Open area or Arena	Blindspot	Unknown	
Not known to others	Hidden area or facade			A Johari is represented as a common window with four panes. Two of these panes represent self and other two represent the part unknown to self.

- ① Open Area / Arena - Here is the information about the person and his attitude, skills, emotions which is well known to him and others.
- ② Blind Self / Blindspot - Information about a person which others know but the person himself is unaware
- ③ Hidden Area / Facade - Information known by the individual but others are unaware of it
- ④ Unknown - This is about the areas which a person never explored so he and others both are unaware of this part.

PAGE NO.:

1

Name- Deepankar Sharma

PAGE NO.:

DATE: / /20

Student ID - 20041299

Ans 2-

SWOT Analysis

SWOT stands for Strengths, Weaknesses, Opportunities and Threats, and so a SWOT Analysis is a technique of assessing these four aspects within yourself.

You can use SWOT analysis to make the most of what you've got and you can reduce the chance of your failure, by understanding what you are lacking, and eliminating hazards that would otherwise catch you unaware.

Better still, you can start to craft a strategy that distinguishes you from your competitors, and so compete successfully in your domain of life.

Strengths - Strengths are the things you are particularly very good at. Knowing strengths might be ~~an~~ a sort of motivation.

Weaknesses - Weaknesses are mostly the unpleasant truth, but gaining insights about them makes you prepared and realistic.

Opportunities - Opportunities are the openings or chances that something positive will happen but you'll need to claim yourself for them.

Threats - Threat can be anything that acts negative or as a barrier towards your goal. But threats are just obstacles of your path.

Strengths (Mine)

I've always preferred to work in groups and find that my collaborative nature is one of my strongest attributes. On projects that I directed, I work well to inspire diverse team members and work side by side with them to achieve the project goals.

Weaknesses (Mine)

I'm incredibly introverted. I tend to be overly critical of myself. Whenever I complete a project, I can't help myself feel that I could have done more even if my work received a positive response.

Name - Deepankar Sharma

Student ID - 20041299

Question 3: A memorandum is a short message or record used for internal communication in a business. Memos have now been mostly replaced with emails but writing clear memos certainly serve the same purpose.

To: Sarah Connor

From: Deepankar Sharma

CC:

Date: August

Subject: Great job on your promotion!

Sarah,

Congratulations on your well deserved success! It could not have come to a more worthy person. I've watched you begin as my associate and develop your skills over the years. It was not a surprise when I heard the news that you are the new regional manager. You have worked hard to get where you are and I am glad that you are awarded with this promotion. You may have more responsibilities now but I know you are more than equipped to handle them. I am glad to have an associate like you.

Sincerely,

Deepankar

Ques-4- **Prepositions** - Preposition is a word that establishes relation between the subject and the object in the sentence.

A preposition usually precedes a noun or a pronoun.

- ① In front of • I was standing in front of her.
• The lecturer stands ~~is~~ in front of the students.
• TV is in front of refrigerator.
- ② Behind • We have a garden behind door.
• The car was behind the gate.
• The traffic is behind the bridge.
- ③ Between • Don't come between matters of us.
• There are mountains between India and China.
• 3 is between 2 and 4.
- ④ At • We were crying at the show.
• The car stands at the end of the street.
• You never appeared at my home.
- ⑤ Among • He is the tallest among us.
• The chief guest distributed prizes among
• the top organizers.
• I was most worthy among all participants.

Ques-5 - The business etiquettes to be observed at and during a business meeting are

① Be On time

Make sure you come on time and prepare for the meeting ahead of the time.

'Leader needs to start on time so people can depend on that'

② Make Introductions

If everyone doesn't know one another in meeting room you need to make introductions. You should do this by starting with the person with the highest rank first.

③ Have a strong agenda

This is the part of being prepared but you should have a good strong agenda so that you can stay on the track.

④ Sit Appropriately

If it is a sit down meeting, you need to adjust your chair, so that you are at equal height with everyone.

⑤ Speak up - When people speak in meeting, they need to speak loud and audible (not shout). So that you are audible to everyone.

⑥ Understand unwritten speaking rules.

Its not polite to interrupt others, but in some meetings you have to interrupt others at some point or you won't be heard.

Language translation not moral, have 1919 1919
. limit polit for breeds, position with city

Language, language as limit no. tasks at church cabinet
* test no.

Language, language as limit no. tasks at church cabinet
* test no.

Language, language as limit no. tasks at church cabinet
* test no.

Language, language as limit no. tasks at church cabinet
* test no.

Language, language as limit no. tasks at church cabinet
* test no.