

Roll No. 718271031.....

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**CBA-254-T**  
**MCA First Semester**  
**(End Semester)**  
**Examination Dec., 2018**  
**COMPUTER SCIENCE AND**  
**APPLICATIONS**  
**Paper - CSA-SE-124**  
**(Professional Communication)**

Time : Three Hours ]

[ Maximum Marks : 60

**Note :** All sections are compulsory. Follow the instructions as given.

[ P. T. O.

**SECTION-A**  
**(Objective Type Questions)**

**Note :** Choose the correct option.  $10 \times 1 = 10$

1. Self-assessment relates to :

- (a) Assessment of object level
- ☒ (b) Assessment of own traits
- (c) Assessment of own health
- ☒ (d) Assessment of own marks in examination

2. Perception relates to :

- (a) Own performance
- ☒ (b) Own ability
- (c) Others traits
- (d) Own body

3. Group discussion has :

- ☒ (a) One topic
- (b) Only one speech
- (c) Only one picture
- (d) One poster

4. Communication through eyes is called :

- (a) Verbal communication
- ☒ (b) Non-verbal communication
- (c) Indicated communication
- (d) Symbolic communication

5. Agenda items are found in :

- (a) Technical report
- (b) Newsletter
- (c) Memo
- ☒ (d) Minutes of meeting

6. Which of following is related to details of an institution :

- ☒ (a) Newsletter or Brochure
- (b) Business letter
- (c) Progress report
- (d) Memo

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7. Confirming the "identity of person" is related in best way to :

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(a) Engineering ethics

(b) E-mail ethics

(c) Web-ethics

☒ (d) Telephone etiquettes

8. Keeping the own technology secret is related to :

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☒ (a) Business ethics

(b) Social ethics

(c) Telephone ethics

(d) Educational ethics

9. Time management related to :

(a) Scheduling of events

(b) Scheduling of activities

(c) Optimisation of time expense

☒ (n) All the above

10. Meditation improves which of following in best way :

(a) Weight

☒ (b) Memory

(c) Relation

(d) Movement

### SECTION-B

#### (Short Answer Type Questions)

**Note :** Attempt any **four** questions.  $4 \times 5 = 20$

☒ 1. Discuss self-confidence of a person and its effect.

☒ 2. Explain social barriers in communication.

3. How project report is prepared? What is memo?

☒ 4. What are ethics of an IT professional?

5. Explain rapid reading and notes taking.

☒ 6. Why and how technical manuals are prepared?

**SECTION - C**  
**(Long Answer Type Questions)**

**Note :** Attempt any **three** questions.      3×10=30

1. Explain assessment, values and belief system in human being. How career and goal setting related to each other?
- ② Discuss the types of communication. Explain public speech, group discussion and oral presentation skill.
3. Explain business letters structure and minutes of meeting.
- ④ Compare e-mail ethics, telephone ethics and engineering ethics.
- ⑤ Write a note on time management and event management. How they benefit to an IT-professional?