Sanjay Ghodawat University, Kolhapur Established as State Private University under Govt. of Maharashtra. Act No XL, 2017		**2020-21** EXM/P/09/00
Year and Program: FYBCA	**School of Computer Science & Applications**	**Department: BCA**
Course Code: BCA101	**Course Title: Communication Skills**	**Semester : I**
Day and Date: Wednesday,05.05.2021	**End Semester Examination**	**Time : 2 Hrs.** **Max Marks : 50**

Instructions: 1) All questions are compulsory.

		Marks	Bloom's Level	CO
Q.1	**Answer the following questions. (any two)**			
a)	Define the term communication and discuss in detail flows/networks of communication in business context with suitable examples.	8	L2	CO1
b)	Elaborate in detail non-verbal codes of communication with suitable examples.	8	L2	CO1
c)	**Do as directed.** 1. Manoj said, "I am going to attend this lecture". ***(Convert into indirect speech)*** 2. They said, "We have bought this house for our children". ***(Convert into indirect speech)*** 3. They elected him chairman. **(Change the voice)** 4. The cat drank all the milk. **(Change the voice)** 5. My father drives carefully. **(Identify parts of speech of underlined word.)** 6. She picked a delicious peach from the tree. ***(*Identify parts of speech of underlined word)** 7. Meenal attends karate class every Saturday. (**Identify the tense of given sentence**) 8. A property dealer was shoot dead by four unidentified jacket clad men while taking a morning walk/ in a park. **(Identify and correct the error)**	8	L2	CO2
Q.2	**Answer the following questions. (any two)**			
a)	Differentiate hearing and listening and elaborate the process of listening.	8	L2	CO3
b)	Read the following passage and answer the questions below. Each question carries 2 marks. If you are not in the grip of avarice, you will choose a trade or profession	8	L3	CO3

that appeals to you as the means of self expression and social service, even if you cannot earn much money by it. Your daily duty is not merely money- making drudgery; it is your contribution to social progress and the path of personal development. How sad must be a whole lot of population who must do uncongenial work simply for the sake of money? I know a young professor who loved literature passionately and taught it admirably; but his salary was little, and he became a lawyer in order to secure a larger income. I tell you that man was guilty of a crime, and he will not be happy as a lawyer, though he may be a little more comfortable, a little better fed and dressed and lodged. A musician who is born a violinist can never be personally happy or socially useful as a prosperous merchant or stock-broker, as he will miss the violin all the time. Avarice puts round men in square jobs and square men in round jobs. At present a lot of people in all classes, rich and poor, are unhappy and restless because their daily work is not interesting. It does not provide an outlet for the creative impulse and the insistent urge of personality. Therefore, don't ask in youth, How can I earn a fat salary? Ask rather, 'How can I be truly happy and do the most good to society? Then you may have less money, but you will have more of life and joy.

1. **When can a man choose a profession through which he can express himself and serve others?**
2. **Why does the author consider the lawyer known to him guilty of a crime?**
3. **Why are most of the people unhappy at present?**
4. **What is the advice of the writer to the youth?**

c) Illustrate various techniques to be used to avoid stage fright while delivering a speech. 8 L3 CO4

Q.3 Answer the following questions. (any two)

a) Prepare your own resume and cover letter to be sent to *Avanza Solutions* in response to the following advertisement. 9 L3 CO5

Software Development

Avanza Solutions is a global software solution provider specializing in e-Banking, e-Business, Infrastructure Management & Quality Services. After successfully establishing operations in Karachi, Dubai & now in Lahore is serving 300+ customers worldwide with a growing employee base of 200+ professionals globally. Inline with our ongoing expansion plans we seek applications for Senior Software Engineers & Software Development Managers based in Karachi, Lahore & with possibility of posting in Dubai.

REQUIREMENTS

- Have BCS/BS/BE degree in Computer Science
- Have 3+ yrs. exp. in C++, Java or .Net technology
- Possess strong analytical & problem solving skills
- Excellent written & verbal communication

RESPONSIBILITIES

Design, develop & deploy large scale enterprise applications

We offer market competitive salary and benefits along with international exposure and professional working environment. Eligible candidates may apply by emailing their updated resumes mentioning position and preferred technology at

jobs@avanzasolutions.com

avanza SOLUTIONS

www.avanzasolutions.com

b) The Board of Directors of Capgemini, 20/5 Jaragnagar Pune, held its Fifth meeting of the year on 25 April 2021at 11 AM on the company premises. The agenda was as follows: 9 L3 CO6

1. Confirmation of the minutes of the last meeting
2. Developing new software considering the need of the market
3. Opening a branch in Nagpur
4. Recruitment of trainees
5. Date of next meeting
6. Any other matter with the permission of the chairman

As the Secretary to the Board meeting, draft a notice, agenda to be circulated among participants and write the minutes of the meeting.

c) Write an email in reply to the following advertisement and enquire about contents, duration, mode of teaching, fees etc. for the course. 9 L3 CO5

