

Model Paper– 1
Hi-Tech Institute of Engineering & Technology
B.C.A. Examination
(Semester-1st) Odd Semester
Business Communication
(BCA-105)

Time: 3 Hours

Maximum Marks: 75

Faculty Name: Ms.Jully yadav

Note: Attempt questions from all sections as per instructions.

Section – A

Note: Attempt all questions.

5 x 3 = 15

1. Discuss qualities of a good report writing.
2. What are the precautions the company secretary should take while writing letter to the company director?
3. Give two limitations of facsimile as a tool for communication .
4. What is circular? Specify the difference between notice and circular.
5. Discuss qualities of a good report writing.

Section – B

Note: Attempt any two questions.

2 x 7.5 = 15

6. What is art of listening? Explain the principles of good listening.
7. What are the barriers of communication? Discuss language as a barrier to communication.
8. What is meant by oral communication? What principles should be followed to make oral communication effective?

Section – C

Note: Attempt any three questions.

3 x 15 = 45

9. What are the differences between formal and informal reports? What principles should be followed to make formal report effective?
10. What do you understand by writing skills? What are the various steps of writing skills?
11. "Communication is as essential as anything because nothing can be achieved without it". Elucidate the statement unlining the importance of communication with special reference to business.
12. What do you mean by an interview? What are the objectives of interview? Explain various steps involved in conducting an interview.
13. Write brief comments on the following: video conferencing, Dictaphone and Grapevine.