

**S.P.U. (P.G.) College, Falna**  
**(Affiliated to Jai Narain Vyas University, Jodhpur)**

**Assignment for Semester I - 2023-24**

**Programme : Bachelor of Computer Application**

**Subject / Course Name & Code : Communication Skills [Code – CSA5005T ]**

**Max. Marks: 30**

**Note:** The question paper is divided into **Two sections A and B**. Write answers as per given instructions.

**Section A**

**(Very Short Answer Type Questions)**

**Note: Answer all questions. Give answer in One Word or One Sentence or maximum up to 30 Words. Each question carries 2 marks. (5X2=10)**

Q.1

- (A) Define Grapevine Communication.
- (B) Define structure of business letter.
- (C) Define Agenda and Report Writing.
- (D) Define formal and informal report.
- (E) Define notice and circular.

## **Section B**

### **(Long Answer Type Questions)**

**Note: Answer any two questions selecting one question from each pair (A OR B). Give answer maximum up to 500 Words. Each question carries 10 marks. (2X10=20)**

Q.2 (A) What does “Communication” mean ? Does it involve a process ? If yes, Explain with the help of diagrammatic Representation. Discuss the 7 Cs of effective communication.

**OR**

(B) What do you understand by ‘motivation’? Discuss its types in detail.

Q.3 (A) What do you understand by “group discussion” ? What are its traits ? What do’s and don’t need to be observed in “group discussions” ?

**OR**

(B) Define the Tools of Presentation. (Transparencies, Slides & Audio-Visual Tools)