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Total No. of Pages : 02

Total No. of Questions : 07

B.Sc.(CS) (2013 & Onwards) (Sem.-2)

COMMUNICATIVE ENGLISH-II

Subject Code : BCS-209

Paper ID : [A2611]

Time : 3 Hrs.

Max. Marks : 60

INSTRUCTION TO CANDIDATES :

1. **SECTION-A** is **COMPULSORY** consisting of **TEN** questions carrying **TWO** marks each.
2. **SECTION-B** contains **SIX** questions carrying **TEN** marks each and a student has to attempt any **FOUR** questions.

SECTION-A

Q1) Write short notes on :

- a) Writing skills.
- b) Non-verbal communication.
- c) Group discussion.
- d) Extempore speech.
- e) Preparing a good presentation.
- f) Communication process.
- g) Report writing.
- h) Job application letter.
- i) Types of interviews.
- j) Notices.

SECTION-B

- Q2) Describe the various types of communication in detail.
- Q3) Discuss the features of an effective sales letter.
- Q4) Write a biography of any 1 renowned personality.
- Q5) Discuss the types of reports and the process of writing a report in detail.
- Q6) Draft your CV, inventing the necessary details for the post of a Computer Programmer.
- Q7) Describe the qualities needed to effectively participate in a Group Discussion.