

Communication skill assignment

[Sociology](#)



**ASSIGN
BUSTER**

February 2011 Bachelor of Computer Application (BCA) ± Semester 1

BC0032± Communication Skills in English ± 4 Credits (Book ID: B0 706)

Assignment Set ± 1 (60 Marks) Answer all questions 1. What do you mean by

the environmental barrier of listening? Explain with an example. Answer:

Environment: The environment in which the transmitter or receiver are, should be compatible. If it is noisy and full of sound, the sounds may prevent the message from being fully understood. Background noise, often created by colleagues, vehicles and machinery, may hinder the process of communication. 2. Given below is a list of ambiguous messages.

For each sentence, construct a polite question you could ask the speaker to help clarify the meaning. Answer: a) I need this report right away. Ans.

Please bring this report quickly. b) This presentation needs to be perfect.

Ans. You should work more on this presentation c) Whenever I leave to go to a meeting, nothing gets done in this office. Ans. Please do your work ever

when I leave to go to meeting. d) You did a heck of a job on that proposal.

Ans. You didn't worked satisfaction on that proposal. e) I just need a little more time to finish the job. Ans. I need some more time to finish the job. .

Write a note on the impact of posture as a non-verbal communication.

Answer: NOTES Impact of posture and movement Posture refers to unconscious and stable structural disposition of the body framework attained over a long period of continuous body movements and patterns. One communicates numerous message by the way me talks or moves. Standing erect and leaning forward communicates to listeners that one is approachable receptive and friendly. An erect posture is considered as a

mark of well-balanced and adaptable personality. 4. Explain the communication process in your own words. Answer:

The Communication is Interpersonal, where in the information or message is transferred from one person to the other(s). The person who transmits the message is called the sender or transmitter. The person(s) receiving the message is the receiver. The transmitter is expected to send the information in a format which the receiver(s) can understand. The process of converting the information that has to be sent, into a format which the receiver can understand is known as encoding. Once the message is encoded in a desired format, it is transferred through a medium called channel. A channel connects the sender to the receiver.

The information which is transferred to the receiver has to be interpreted. This process of interpretation is known as decoding. In order to decode the message, the receiver should be ready to receive the message. Finally, the receiver will send a message back to the transmitter. It may be a reply to the query made by the sender or any apt response to the message delivered by the sender. This reply confirms whether the information sent has been understood or not. This process is known as feedback. 5. Make a Power Point Presentation to be delivered for 20 minutes, on the topic, μWhy the students should / should not buy personal computers.

Answer: Why Student should buy Computer Today comput is the most promised thing of modern world. We can't imagine are thing without computer. Today each can get many advantages from computer. A student can learn on computer. Specially using internet If you have computer at your

home then you can search anything by one click of your computer. Computer can be used even for the purpose of entertainment also like we can watch movies, ping games etc. So a computer is a multipurpose thing and every student must have computer at his home. 6. Given below is a description of how man discovered that the earth is round.

Each line contains an error. Underline each error and write your correction.

Answer: i) Sailors long ago was often afraid Ans. Sailors long ago were often afraid ii) that unless they sailed too far from Ans. that unless they sail too far from iii) home they will fall off the edge Ans. home they would fall off the edge iv) of the flat ocean. In a past Ans. of the flat ocean. In the past v) many people had to trusted the word Ans. many people trusted the word vi) of others for they have no way Ans. of others for they had no way vii) of gathered information for themselves. Ans. Of gathering information for themselves. iii) Today we could fly in aeroplanes Ans. Today we can fly in aeroplanes ix) high over the earth and seeing the Ans. high over the earth and see the x) curve that was proof of its roundness. Ans. curve Which was proof of its roundness. 7. Complete the dialogue by filling in the blanks with the appropriate form of verbs given in the brackets. Alok: Hello Nina. I hope I

_____ (not keep) you waiting too long. Nina: In fact I _____ (just arrive). I _____ (die) to tell you the great news. Meena and Shreyas _____ (fix) the wedding for the 26th of this month. Alok: But that's only a few days from now.

I _____ (not believe) it. Tell me exactly where those two met. Nina: It _____ (be) a long time back, at some sales meeting. Meena _____ (have) to give a speech. But because of a traffic jam she was late and while she _____ (hurry)

up the stairs she _____ (collide) with Shreyas. Papers _____ (fly) around everywhere. Meena was furious but Shreyas was left looking into her eyes.

Answer: a) Not kept b) Have just arrived c) Am dieing d) Had fixed e) Could not believe f) Has been g) Had h) Was hurrying i) Collided j) Flew

8. Given below are the sentences that are jumbled up. Put them in order to produce a complete paragraph.

) To conclude, like many things in life, it is up to the individual to use TV wisely, or to abuse it and become its slave. b) By contrast, those who attack TV stat that it makes people lazy by doing everything for them. c) Television is here to stay. d) In other words, it stifles rather than stimulates the imagination. e) Defenders of TV say that it is a wonderful source of information about things we can never hope to see or do in person. f) Moreover, they say it makes topics interesting which would otherwise be boring and difficult in books. g) However, is it a boon or a curse?) In fact, it has become an indispensable part of our lives. Answer: 1)

Television is here to stay 2) In fact, it has become an indispensable part of our lives. 3) However, is it a boon or a curse? 4) Defenders of TV say that it is a wonderful source of information about things we can never hope to see or do in person. 5) In other words, it stifles rather than stimulates the imagination. 6) Moreover, they say it makes topics interesting which would otherwise be boring and difficult in books. 7) By contrast, those who attack TV stat that it makes people lazy by doing everything for them.) To conclude, like many things in life, it is up to the individual to use TV wisely, or to abuse it and become its slave.

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questions 1. As a supervisor of your team, write an invitation letter to Mr.

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Sandeep, a member of your team for presiding and giving key note address for the two-day workshop on µComputer-the basics. ¶ Answer: Ms. Mita Hema B 21 New Friends Colony New Delhi-110025 22, Nov, 2009 Mr. Sandeep, 65 Hamilton Road New Delhi-06

Mr. Sandeep Sub:- Thanking for co-ordinating the Workshop. I want to thank you for co-ordinating the two-days working on µcomputer ±the basic¶. You have done a lot to encourage the people and telling them about the computer basic its importance. Thanks a lot once again and if I could help you in future in any way it will be a pleasure for one. Thanking You, K Gupta. Supervisor of team 2. Write a memo to the Directors of the board announcing a meeting to be held on November 25 2009 at 10 a. m. in the main Conference Room. The meeting would be about assignments to the members for the year 2009-2010. Answer:

Manipal Universal Private Limited Memorandum To: Directors of Board. From: Anju John Date: 21 Nov 2009 Subject: Meeting about assignments. This is to let you know that there will be a meeting on November 25 2009 at 10 a. m. in the main conference room. My main activity will be to discuss about the assignments to the members about the future development of the company. Anju John. 3. Write a Job application letter for the post of Web developer. Create necessary data. Answer: Ms. Mita Hema D-42 Khanpur New Delhi-62 Nov, 21, 2009 Mr. Ronald Sequeira Personnel Manager Pat¶s Party Supplies, Inc New Delhi-110062 Dear Mr.

Sequeira Sub:- Application for the post of web development I saw you listing the Times of India dated 19th Nov 20069, for a web developer. I feel well

suited to such a position and am writing this cover letter today to apply for that opening. I am a graduate of Sikkim Manipal University with a degree in web developer. I have worked in the SEGATE Company for the past ten years, working as a web developer. Now I am relocating to your city and would like to join your team at Pat's Party Supplies. Well-trained web-developers are needed in every company and I am happy to be considered one of them.

May we meet in person to become acquainted and to see if we are a good match? Please call me at 222-222-222 at anytime of the day to arrange an appointment that best fits your schedule. Thank you for your attention.

Sincerely Mita Hema Enc. Resume RESUME MD. KAMRUL ARFIN K-101, Flat No-12 Thokar No, 5 Abul fazal enclave, Jamia Nagar New delhi-25 Mobile: 989194087 E-mail:com OBJECTIVE To obtain a position within web-developer that will further develop my strong leadership and technical skills CAREER PROFILE y Excellent technical, analytical and interpersonal Skills. y Expert in

Forecasting, planning and creating new opportunities. Educational Qualification y y Degree in Web-Developer Sikkim Manipal University (1994-1997) Graduated from Delhi University (Distance Education) Work Experience y SEGATE Company, New Delhi-17 (2009- present) INTERESTED ACTIVITIES y Surfing Net & Playing Cricket PERSONAL PROFILE Father's Name: Date of Birth: Marital Status: Nationality: Languages Known: Speak) Md. Shamshe Kamar Khan 03/02/1988 Unmarried Indian Hindi & English (Write, Read & I hereby declare that the information furnished above is true to the best of my knowledge and belief Date: Place: MD. KAMRUL ARFIN) 4.

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in fairly good condition and you want to sell them at reduced prices. You have to put up a notice on the LC notice board giving all necessary details. Write this notice in not more than 50 words. Answer: Delhi South Extension November 21, 2009 Ref: B-139 NOTICE Sub: Book available at low price This is to inform you that I have just passed my first semester examination. Two of my books are in fairly good condition and I want to sell them at reduced prices. Student who interested may contact the undersigned.

Student of BCA Deepak 5. As a secretary to the M. D. , write an agenda to the following, calling for a meeting: To: Mr. Rajendra Singh, Mr. Sampath Kumar, Ms. Neha Rajaram, Mr. Prashant Duggal. Meeting Time & Place: Tuesday, September 2009 at Third floor Conference room. Regarding: To complete the task of equipping the new branch of the computer centre, the following needs to be discussed, a) Office equipment- to present the list of requirement (20 minutes) b) Promotion: Mr. Sampath Kumar would like to prepare a series of press releases for distribution to various media, a month before the inauguration of the branch.

Come with suggestions for the same. Answer: Agenda Meeting to be held in conference Room Tuesday, September 2009. 2: 30 p. m ± 4: 00 p. m
Chairperson: Mr. Rajesh Negi 1. 2. 3. 4. 5. 6. 7. 8. 9. Apologies. Present (5min) Confirmation of minute previous meeting (5min) Equipping the new branch of the computer center. Office Equipments. a) (2min) b) (2min) Promotion a) (2min) b) (3min) Other Business Forward Agenda Items (item that were not able to be covered in this meeting and will be moved to the next) Next meeting 7. Read the following passage and answer the questions that follow.

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Shravan's day begins when most other people's end. 13 year old Shravan Kumar works in a tea shop on Delhi's Bahadur Zafar Marg, where several newspaper offices are situated. His work begins around seven in the evening when he starts preparing samosas, coffee and tea. He carries these to several offices, does the dishes, and goes around collecting his money, well into the night. Around six in the morning, when all the newspapers are dispatched for distribution and the press employees return home, he prepares his food, has a bath and goes to bed.

Shravan is an orphan who came to Delhi from his village in Bihar in search of work. His father kept a shop, but was tricked out of it by a deceitful uncle. Despair drove him to alcohol and gambling, and he died of a stroke soon after. Shravan worked in a tea shop in his village for a while. ? When I first began washing other people's cups and glasses? , he recalls, ? I used to feel very bad, I would cry.? Shravan moved to the more lucrative environs of Delhi, where his elder brother Shatrughan had preceded him. A job in a shop selling ice was his first taste of a big city life.

His mother came to visit him in Delhi, but she fell ill and died soon after. ? That was two or three years ago, I don't remember exactly when,? the little boy says. Soon Shravan lost his first job. His employer still owes him Rs. 500. Following a brief spell of unemployment and a short spell as an assistant at a car park, he joined the tea shop where he is presently employed. The ruthlessness and loneliness of the world has left him shattered. ? I think I am all alone in this world,? he says despondently. Of the Rs 300 that he earns every month now, he deposits Rs 200 in the bank.

His bank balance stands at Rs 2000, he says proudly. Survival is his immediate aim but there is a larger objective towards which Shравan is working. He intends to retrieve the land that was mortgaged by his father. Already Shравan and Shatrughan have paid back the loan of Rs 8000 ± only the interest remains to be paid. Shравan was a dedicated lottery buyer at one time, until he realized that it was adding nothing to his income. The cinema remains a favourite form of entertainment ± he even wakes up early to see the noon show. ? I have no friends here. Who keeps awake late at night and sleeps during the day?

I miss my village. There I used to play gully danda and marbles, and I had a lot of friends. When I went to the village last year, I met them. They are still studying and playing games. I want to join them, but it is a question of survival for me.? Shравan¶s mother wanted him to own a big shop ± ? like the one his father owned,? he says wistfully. He dreams of fulfilling her wish. He dreams of getting back their mortgaged land, and returning to the village for good. ? I like being in my village. I like the films and the glitter of Delhi, but I prefer the greenery, the trees, and the fields of my village.?

May be the grit and intelligence he has shown, alone and friendless, in facing a hostile world, will also win for him his heart¶s desire. Answer the questions given below: 1. How old was Shравan? (1 mark) 2. Give a note about his parents. (2 marks) 3. How does he spend a typical day? (2 marks) 4. What did he do for recreation? (1 mark) 5. What were Shравan¶s hopes / dreams / ambitions? (2 marks) 6. What is your assessment of his future? Write in three to four sentences. (2 marks) Answer: 1. Shравan was 13 year old. 2. His father kept a shop, but was tricked out of it by deceitful uncle.

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Despair drove him to alcohol and gambling, and he died of stroke soon after. After mother came to visit him in Delhi, but she fell ill and died soon after.

She wanted shravan to own a big shop. 3. His work begins around seven in the evening when he starts preparing samosas, coffee, and tea. He carries these to several offices, does the dishes, and goes around collecting his money, well into the night. 4. He even wakes up early to see the moon show for recreation. 5. Shravan dreams of fulfilling his mother's wish. He dreams of getting back their mortgaged land and returning to the village for good. 0.

Collect 10 abbreviations used in the field of Information Technology and write its full form explaining in a sentence or two its meaning in layman's language. Answer: CA? Certificate Authority CAD? Computer-Aided Design CAE? Computer-Aided Engineering CAID? Computer-Aided Industrial Design CAI? Computer-Aided Instruction CAM? Computer-Aided Manufacturing CAPTCHA? Completely Automated Public Turing Test to tell Computers and Humans Apart CAT ± Computer-Aided Translation CAQ? Computer-Aided Quality Assurance CASE? Computer-Aided Software Engineering