

BACHELOR OF TECHNOLOGY (C.B.C.S.) (2021-COURSE)
B. Tech. Sem - I Computer Science & Business System : WINTER- 2022
SUBJECT : BUSINESS COMMUNICATION & VALUE SCIENCE-I

Day : Friday

Time : 10:00 AM-01:00 PM

Date : 20-01-2023

W-24135-2022

Max. Marks : 50

N.B.

- 1) All questions are **COMPULSORY**.
- 2) Figures to the **RIGHT** indicate **FULL** marks.

- Q.1**
- a) Elaborate in detail the differences between life skills and values. How do values assist an organization to achieve its goals most specifically? State your reasons to support the answer. (06)
 - b) Identify the errors in the following sentences and rewrite them correctly. (04)
 - i) This house is much too small for them to live.
 - ii) Some peoples feel that without discipline no progress is possible.

OR

- Q.1**
- a) What is meant by self-appraisal? Why is it an essential thing for a professional to do self-appraisal regularly? State your answer with appropriate reasons. (06)
 - b) Explain the importance of passive voice in media writing. (04)

- Q.2**
- a) Elaborate the mnemonic to learn vocabulary effectively and form words from the given root words -
i) Act ii) Crypt iii) Ego iv) Legal v) Form vi) Phobia vii) Norm viii) Metr ix) Tele x) Morph. (06)
 - b) Do as directed - (04)
 - i) "What makes the sunshine?" The voice asked (Change the narration)
 - ii) Harry ate six shrimp at dinner. (Change the voice).

OR

- Q.2**
- a) State the importance of IPA script for learning pronunciation and transcribe the following words with the help of IPA script. (06)
i) write ii) fight iii) might iv) wait v) word vi) state vii) sunshine ix) set x) what
 - b) Do as directed (04)
 - i) She said, "I really wish I had bought that new car". (change the narration)
 - ii) We have painted our house this Diwali. (change the voice)

- Q.3**
- a) How does listening skill help an individual to improve the other interdependent skills of language like speaking, reading and writing. (06)
 - b) State in brief the importance of team dynamic for effective team work. (04)

OR

- Q.3**
- a) How do different types of listening skills help an individual to achieve the goals of communication skills? Illustrate. (06)
 - b) State in detail the importance of IBR approach for effective team building. (04)

PTO

- Q.4 a) Elaborate in detail the process of communication cycle. How do different elements of communication cycle help an individual to achieve effective communication? (06)
- b) What is meant by digital communication? Why is it necessary to get command on digital communication in the present scenario? (04)

- Q.4 a) Explain in detail the silent features of professional email writing. (06)
- b) As a project leader, write an email to your customer Mr. Paul explaining delay to the project. Sign the email as Ganesh. (04)

- Q.5 a) What do you understand by time management? Explain its importance as a professional. (06)
- b) Discuss in detail the good traits and strengths of a leader. (04)

OR

- Q.5 a) What are the different characteristics of a good team leadership? Justify your answer with appropriate illustrations. (06)
- b) What is meant by time management? Explain in brief the causes of ineffective time management. (04)

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