

BACHELOR OF TECHNOLOGY (CBCS) (2021-COURSE)

Computer Science & Business Systems

B. Tech. Sem - I :SUMMER : 2023

SUBJECT : BUSINESS COMMUNICATION & VALUE SCIENCE-I

Day : Wednesday

Time : 10:00 AM-01:00 PM

Date : 17-05-2023

S-24135-2023

Max. Marks : 50

**N.B.:**

- 1) All questions are **COMPULSORY**.
- 2) Figures to the right indicate **FULL** marks.
- 3) Draw neat and labeled diagram **WHEREVER** necessary.
- 4) Assume suitable data if necessary.

- Q.1** a) Why does an organization need to follow corporate values? Elaborate with [06] examples.
- b) What is meant by self-awareness? Which tools are used to do self-analysis? [04] Provide suitable examples to state your answer.

**OR**

- Q.1** a) Elaborate the difference between life skills and values. Why are they [06] considered important wheels of an organization?
- b) State the importance of passive voice in scientific writing. [04]
- Q.2** a) Explain in detail GRAPS-PT and form the words with the help of following [06] root words:
- |          |            |          |            |          |
|----------|------------|----------|------------|----------|
| i) bio   | iii) chron | v) dys   | vii) hydr  | ix) dyna |
| ii) auto | iv) graph  | vi) homo | viii) logy | x) hypo  |
- b) State the importance of IPA script for pronunciation. [04]

**OR**

- Q.2** a) What is meant by IPA script? Transcribe the following words with the help of [06] IPA script.
- |          |           |            |            |           |
|----------|-----------|------------|------------|-----------|
| i) team  | iii) fine | v) and     | vii) time  | ix) the   |
| ii) walk | iv) mild  | vi) create | viii) real | x) format |
- b) Elaborate in detail the different elements that are considered to be commended [04] for effective pronunciation?
- Q.3** a) Why listening is considered as a foundation skill for learning other skills of [06] language? Illustrate in detail.
- b) Discuss in brief the different types of listening skills and its importance in [04] effective communication skills?

**OR**

- Q.3** a) What different steps are involved in building an effective team? How do they [06] assist a leader and team members to work effectively?
- b) State the importance of team communication for effective team work? Provide [04] suitable examples to support your answer.

P.T.O.

Q.4 a) What are different functions of a communication cycle? Illustrate how the elements involved in the communication cycle help you to get an effective communication skills. [06]

b) Explain in brief five barriers of a communication with appropriate reasons. [04]

OR

Q.4 a) Elaborate in detail with examples the importance of non-verbal codes in communication skills. [06]

b) What steps will you take to overcome the communication barriers? [04]

Q.5 a) Write an email to TCS Pvt. Ltd. Pune to inform about the set target of Rs. 1 crore achieved by your team, sign email as Amit, a group leader of marketing team. [06]

b) Discuss in brief the different steps involved in creating a podcast. [04]

OR

Q.5 a) What is meant by pareto principle? How is it helpful in managing time effectively? [06]

b) Explain in short the different steps of stress management. [04]

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