

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

Day : Thursday  
Date : 1/12/2022

W-24141-2022

Time : 10:00 AM-01:00 PM  
Max. Marks : 50

**N.B.**

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

- Q.1** a) Illustrate the importance of soft skills and hard skills for an engineer at workplace. (06)  
b) What is the importance of respect for an individuality and integrity at workplace? Comment. (04)

**OR**

- Q.1** a) Distinguish between soft skills and hard skills. Why is it essential for an organization to look into soft skills of a candidate while hiring? Illustrate. (06)  
b) State the importance of ethics and values of Business world. (04)

- Q.2** a) Draft a notice informing about a monthly business meeting on the change of timing and transport facility that was about to be implemented from the next calendar month. (06)  
b) What is meant by minutes of meeting? Prepare minutes of meeting of any meeting you attended. (04)

**OR**

- Q.2** a) Elaborate the significance of Blog writing for a professional and an organization. (06)  
b) Illustrate the steps of formation of an e-magazine. (04)

- Q.3** a) What is considered as good leadership behaviour? Provide suitable examples to support your answer. (06)  
b) Illustrate different team dynamics for an effective team. (04)

**OR**

- Q.3** a) As a leader, how will you motivate your team? Which leadership qualities and attributes will you demonstrate? Elucidate. (06)  
b) Elaborate the challenges and remedies for developing an effective team. (04)

- Q.4** a) Which are the principles of public speaking that an orator has to consider in his talk to enhance the effectiveness of his/her speech? (06)  
b) Describe the parts of the process of delivering a presentation. (04)

**OR**

- Q.4** a) State the importance of grooming at workplace. What etiquettes do play an important role in grooming at workplace? Illustrate. (06)  
b) Why is it required to follow code of conduct at workplace? State your answer with an example. (04)

- Q.5** a) Diversity is both useful and necessary in the corporate world. Provide reasons to prove the statement. (06)  
b) Define different types of diversities at workplace and state ways to inclusion of them. (04)

**OR**

- Q.5** a) What are different parameters to identify the diversity at workplace? Illustrate. (06)  
b) Elaborate the role of diversity and inclusion at workplace. (04)