
 SGVU SURESH GYAN VIHAR UNIVERSITY DIRECTORATE OF DISTANCE EDUCATION	INTERNAL ASSIGNMENT - 1
Course: BCA	BUSINESS COMMUNICATION SKILLS
Semester: I	
Specialization: NA Total Marks- 15	

Q.1. Write answers for any two questions from below. (5 marks each – Word limit – 500)

- A. What you mean by Attitude? Explain in detail with examples**
- B. What are the major contents of the minutes of meeting**
- C. What are the sources and Consequence of Stress. Discuss with examples.**

Q.2. Write short notes on all of the following topics (1 mark each – Word limit – 100)

- A. Email**
- B. Formal Communication**
- C. Information communication**
- D. Time Management**
- E. Active Listening**

 SGVU SURESH GYAN VIHAR UNIVERSITY DIRECTORATE OF DISTANCE EDUCATION		INTERNAL ASSIGNMENT - 2	
Course: BCA		BUSINESS COMMUNICATION SKILLS	
Semester: I			
Specialization: NA	Total Marks- 15		

Q.1. Write answers for any two questions from below. (5 marks each – Word limit – 500)

- A. Describe the problems of ineffective communication in a personal life.**
- B. Describe in detail the different factors that facilitating communication.**
- C. What are the communication skills that are needed for a successful manager? Explain with examples.**

Q.2. Write short notes on all of the following topics (1 mark each – Word limit – 100)

- A. Feedback mechanism**
- B. Active Listening**
- C. Nervousness**
- D. Body language**
- E. Dominance**