



## INTERNAL ASSIGNMENT - 1

Course	BCA	Business Communication Skills
Semester	1	
Total Marks:	15	

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

- A. Define art of listening. Explain the barriers of listening.
- B. What are the Merits and de Merits of two-way Communication
- C. How is personality development progress enhanced?

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

- A. Characteristics of goals
- B. Strength of Attitude
- C. Definition of Stress
- D. Listening skills
- E. Communication and Emotion



## INTERNAL ASSIGNMENT - 2

Course	BCA	Business Communication Skills
Semester	1	
Total Marks:	15	

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

- A. How do you ensure functional Behavior in groups? Explain.
- B. Explain importance of positive attitude for individuals and organization,
- C. Define goal and give 3 examples of measurable goals

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

- A. Types of listening
- B. Definition of Interpersonal Communication
- C. Forms of Communication
- D. Stress coping ability
- E. Importance of goals