

II/BCA/201

2015

(2nd Semester)

BACHELOR OF COMPUTER APPLICATIONS

Paper No. : BCA-201

(Personality and Soft Skills Development)

Full Marks : 60

Time : 3 hours

*The figures in the margin indicate full marks
for the questions*

Answer **all** questions

1. Answer briefly : 5×3=15
 - (a) What do you mean by Personality Development?
 - (b) Mention any five basic etiquette of e-mail communication.
 - (c) What is motivation?

2. Answer any *three* from the following : 10×3=30
 - (a) "The very essence of leadership is that you have to have a vision. You can't blow an uncertain trumpet." In the light of this statement, mention the essential skills of a successful leader.

G15—220/379

(Turn Over)

(2)

- (b) Explain the techniques for writing effective e-mail.
 - (c) Describe in brief the components and scope of personality development.
 - (d) State the importance of effective planning for time management.
 - (e) What are the ways for sharpening communication skills?
3. (a) As a sales manager of Zamzo Store, Khatla, write a letter to M/s Computers, Zarkawt McDonald Hill, ordering computer parts to be sold in your shop. 7½

Or

- (b) The goods that you sent from your store had reached in a damaged condition. On behalf of Lalchhanhimi, Bungkawn, owner of White Cosmetic Store, write a letter to Diki Beauty Parlor, making adjustment by offering replacement or compensation of goods.
4. (a) The library of a university has placed an order for 200 copies of Grammar book. They received only 150 copies. Imagine that you are the librarian, write a letter to Jalani & Sons publishing firm, Delhi, complaining about the missing goods. 7½

(3)

Or

(b) Write a letter of enquiry to Sunset Stationery, Bara Bazar, for a regular supply of stationery items to be sold in your shop.
