

(2) **II/BCA/201**

2017

(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*

1. Answer any *two* of the following : $10 \times 2 = 20$

- (a) "The man who has no control on himself can never control others." In the light of this statement, state the different qualities of a leader for building a team.
- (b) In order to be organized in a more productive way in life, suggest suitable ways to manage time effectively.

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(Turn Over)

(c) To avoid the potential problems in E-mail communication, explain the various techniques for writing effective E-mail.

(d) "People having good communication skills generally win the race as soon as it begins." Describe ways to sharpen communication skills for personal development.

2. Write short notes on the following : 5×4=20

(a) Personality development

(b) Motivation

(c) Goal setting

(d) E-mail etiquette

3. (a) Imagine yourself as the owner of Oriental Store, Chaltlang, Aizawl. Write a letter to T/S Company, Dawrpui, ordering stationery items. 10

Or

(b) Write an application to Public Works Department, Aizawl for the post of a Mechanical Engineer. Provide your resume. 10

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(Continued)

(3)

4. (a) Draft a letter of quotation for the regular supply of uniforms to the purchase officer of Sunrise Garments, Khatla. 10

Or

- (b) You are working in High End Printing Press. You are not satisfied with the photocopier machine that you have bought from a supplier. Write a letter of complaint to the manager inventing suitable complain on the machine. 10

Highend printing press
Kunglei, Lunglawn

Dak
MM Digital
Venglai
Dear Sir,