**SESSION FEB/MAR 2022**

**PROGRAM MASTER OF COMPUTER APPLICATIONS (MCA)**

**SEMESTER II**

**COURSE CODE & NAME DCA6205 – COMMUNICATION SKILLS**

**Assignment Set – 1**

**1. Mention any four barriers to communication and substantiate your answer with one example for each.**

**Ans:** Barriers to Effective Communication At each stage in the process of communication – encoding, transferring, and decoding, there is the possibility of interference. This may hinder the communication process. Such interference is known as ‘noise.’ Often, a comparison is made between communication and a leaky bucket. If you carry water in a leaky bucket, you will lose water at various points in Its Half solved only

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**2. Differentiate between listening and hearing. List the different types of listening.**

**Ans:**

|  |  |
| --- | --- |
| **HEARING** | **LISTENING** |
| Hearing is the act of**perceiving sound and receiving sound** waves or vibrations through your ear. | Listening is the act of **hearing a sound and understanding** what you hear. |

**3. Explain the various types of readings.**

**Ans: Types of Reading**

As we have already said, we read in different ways depending on the purpose for which we are reading a text. Let us look at a few types of reading.

**Skimming**

Let’s say that you need to buy a reference book for English grammar as suggested by your professo

**Assignment Set – 2**

**4. Discuss the steps one should follow while writing a paragraph? Write a paragraph on the topic “Where there is a will, there is a way.”**

**Ans: Writing Paragraphs**

The writing stage is when you turn your ideas into sentences.

**Five Writing Steps:**

1. Open your

**5. What is a job application? What are the points that one needs to keep in mind while writing a job application?**

**Ans:** Advancement in the career front is the most desired aspect of an individual’s life. Writing a job application is the first step towards such goal. A job application is nothing but a medium to sell your services. So it should show all qualities that are required by the buying agent i.e. the employer.

Normally a job application contains two parts: a covering letter and a Resume. It is also known as Bio-data

**6. Define a memo. Mention the points one needs to consider in terms of the language of a memo.**

**Ans:** The term ‘memo’ comes from the Latin word ‘memorandum,’ which means “a thing which must be remembered.” The plural form is memoranda. The document that you use to communicate within the organization is called as memorandum. It has to stay within the organization. So, it is also called ‘inter office memorandum.’ When you need to convey information