**SESSION SEPTEMBER 2022**

**PROGRAM BACHELOR OF COMPUTER APPLICATIONS (BCA)**

**SEMESTER II**

**COURSE CODE &amp; NAME DCA1204 – COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT**

**Assignment Set – 1**

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

**Ans:** The English word ‘communication’ is derived from the Latin communis, which means common sense. The word communication means sharing the same ideas. In other words, the transmission and interaction of facts, ideas, opinions, feelings or attitudes. Communication is the essence of management. The basic function of management (planning, planning, staffing, supervision and management)

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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.   What is a paragraph? Discuss the steps one should follow while writing a paragraph.**

**Ans: Paragraph**

The smallest unit of prose composition is the paragraph. A paragraph may be defined as a group of sentences relating to a single topic, or developing a single central idea. Just as a sentence contains one main thought, in the same way a paragraph contains one main topic or theme. All the sentences should be so grouped that they must serve to develop the main theme. Letters, essays,

**Assignment Set – 2**

**4.   Illustrate the various types of personalities.**

**Ans: Type A / B Personalities**

Meyer Friedman, an American cardiologist, noticed in the 1940's that the chairs in his waiting room got worn out from the edges. They hypothesized that his patients were driven, impatient people, who sat on the edge of their seats when waiting. They labelled these people "Type A" personalities. Type A personalities are workaholics, always busy, driven, somewhat

**5.   Define leadership. Explain the challenges faced by a leader.**

**Ans: Leadership –** Explanation Now, let’s define leadership. Leadership is a process by which a person influences others to accomplish an objective and directs the organization in a way that makes it more cohesive and coherent. Leaders carry out this process by applying their leadership attributes, such as

**6.   Explain the importance of time management. Mention some ways that one can apply to manage time.**

**Ans:** Here are the top reasons why time management is of great importance to your personal and career success:

* **Time is Limited –** Time is a very special resource in that you cannot store it or save it for later use. Everyone gets the