**SESSION SEPTEMBER 2022**

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

**SEMESTER II**

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

**Assignment Set – 1**

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

**Ans:** Bradley calls Communication “It is a process, a series of progressive and interdependent steps leading to the attainment of an end, in speech the end being the communication of some specific meaning from one person to another.

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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:** 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, stories, etc., are divided into paragraphs with each paragraph developing a

**Assignment Set – 2**

**4. Comment on Reading as a skill. Explain the various types of readings.**

**Ans:** Reading, for most of us, is a ‘passive process’, where we sit down, relax and run our eyes through the words on the page. This is the method we incorporate to understand the information that is given in the book. But today, reading is considered an active process.

**The above definitions suggest that when you read any piece of text, you understand the given text at**

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

**Ans:** 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-

**6. Define a memo. Discuss 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 and decisions or to make short requests with the members of your department, upper