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| **SESSION** | **MAY 2023** |
| **PROGRAM** | **BACHELOR OF COMPUTER APPLICATIONS (BCA)** |
| **SEMESTER** | **II** |
| **COURSE CODE & NAME** | **DCA1204 – COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT** |

**Assignment Set – 1st**

**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 communism, 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,

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**2. Briefly explain the strategies for effective listening. List the different types of listening.**

**Ans:** Strategies for effective listening are essential for building strong relationships, understanding others, and gathering accurate information.

**Here are some strategies that can enhance listening skills:**

**Be Present:** Give your full attention to the speaker and be mentally present in the conversation.

**3. Define 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, stories, etc., are divided into paragraphs with each paragraph developing a single idea. A good paragraph is like a

**Assignment Set – 2nd**

**4. Describe 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 impatient,

**5. Discuss the traits of leaders who will succeed in bringing out the best in their subordinates. Support your answer with examples.**

**Ans:** Successful leaders who bring out the best in their subordinates typically possess several key traits that contribute to their effectiveness.

**Here are some traits commonly associated with such leaders:**

**Vision and Clarity:** Effective leaders have a clear vision and communicate it to their subordinates. They

**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.