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| **SESSION** | **NOV-DEC 2023** |
| **PROGRAM** | **MASTER OF COMPUTER APPLICATIONS (MCA)** |
| **SEMESTER** | **II** |
| **COURSE CODE & NAME** | **DCA6205 – COMMUNICATION SKILLS**  |
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**Assignment Set – 1**

**1. Define Communication barrier. Mention any four barriers to communication and substantiate your answer with one example for each. 02+08**

Communication barriers refer to obstacles that hinder the effective exchange of ideas or information between individuals or groups. These barriers can occur at any stage of the communication process and can significantly impact the clarity, efficiency, and effectiveness of communication. Understanding and addressing these barriers is essential for improving Its Half solved only

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 **2. Differentiate between listening and hearing. List the different types of listening. 05+05**

Listening and hearing are two distinct processes that play a crucial role in how we interpret and respond to our environment. While they may seem similar, they involve different levels of engagement and understanding.

**Hearing: A Passive Process**

Hearing is a passive and involuntary process that involves the perception of sound. It is one of the five senses and is

 **3. Defineparagraph? Discuss the steps one should follow while writing a paragraph.**

 A paragraph is a distinct section of a piece of writing, typically dealing with a single theme and indicated by a new line, indentation, or numbering. It serves as a building block in the composition of a text, providing structure and organization to ideas. Writing a cohesive and effective paragraph involves several key steps.

Step 1: Topic Sentence

The first step in writing a

**Assignment Set – 2**

**4. Comment on Reading as a skill. Explain the various types of readings. 10**

Reading, a fundamental skill in the modern world, serves as a gateway to knowledge, imagination, and diverse perspectives. Its significance extends beyond the mere decoding of words; it encompasses a range of types, each suited to different objectives and styles of learning.

**1. Scanning**

Scanning is akin to a spotlight moving rapidly over a page, seeking specific information. This type of reading is

**5. What is a job application? Mention the points that one needs to keep in mind while writing a job application. 04+06**

**Ans 5.**

A job application is a formal document or process that a candidate submits to an employer when applying for a job. This application typically includes information about the applicant's skills, experience, education, and personal details relevant to the job they are applying for. It may be in the form of a resume or CV (Curriculum Vitae), a cover letter, or an application form provided by the employer, either in print or

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

**Ans 6.**

A memo, short for memorandum, is a concise document primarily used in a business context to communicate policies, procedures, or related official business within an organization. It is typically a brief, direct, and easy-to-understand document designed to disseminate important information to one or more