

2023

(4th Semester)

BACHELOR OF COMPUTER APPLICATIONS

Paper : PPD-402

(Professional Personality Development)

Full Marks : 70

Pass Marks : 45%

Time : 3 hours

(PART : B—DESCRIPTIVE)

(Marks : 45)

The questions are of equal value

- 1. (a)** Discuss the varied functions that business letters can serve in professional arenas.

Or

- (b)** Explain the essentials of writing effective business letters.

- 2. (a)** Discuss the strategies for assertive behaviour, since assertive behaviour leads to identification.

Or

- (b)** Elaborate the difficulties and barriers to effective listening.

3. (a) What are the five questions to ask about your specific purpose, while preparing speech?

Or

- (b) Discuss the points that the group as a whole should bear in mind for the smooth and goal-oriented flow of communication.

4. (a) Draft a resume as a fresher applying for the post of Technical Assistant.

Or

- (b) Draft a job application letter for the post of Software Developer at NIELIT, Aurangabad.

5. (a) Report writing is a formal written communication and differs from other compositions. Explain the importance of reports.

Or

- (b) Write an essay on any *one* of the following in about 250 words :

(i) Elections in Nagaland

(ii) The role of social media in modern society

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(PART : A—OBJECTIVE)

(Marks : 25)

The figures in the margin indicate full marks for the questions

A. Answer any *five* from the following questions : $2 \times 5 = 10$

1. What are assertive rights?

2. What are the kinds of business letter?

(All answers)

BACHELOR OF COMPUTER APPLICATIONS

Page : PPD-402

(Professional Personality Development)

(Part : A - Short type)

(Marks : 10)

The figures in the margin indicate the marks for the questions

A. Answer any five from the following questions : 5x2=10

1. What are business letters?

3. DO letter may be written under what circumstances?

(4)

4. Define Free on Rail (FOR) used in offers and quotation.

(5)

5. Define 3 percent, 7 days used in offers and quotations.

(6)

6. What is a quotation?

(7)

B. State whether the following are *True (T)* or *False (F)*
by putting a Tick (✓) mark : 1×5=5

1. A sense of gratitude and apology is same.

(T / F)

2. Report writing is an informal written communication.

(T / F)

3. In a job interview, answers should be short and specific.

(T / F)

4. Presentation should be audience- and goal-oriented.

(T / F)

5. Image and confidence largely depend on environmental and hereditary factor.

(T / F)

C. Fill in the blanks as directed in brackets : 1×10=10

1. The cat and the dog
(are/is) playing in the garden.

(Choose the correct answer)

2. I will call the movers
you are ready.

(Insert suitable conjunction)

3. (If/When) the
paperwork arrives on time, your cheque will be
mailed on Monday.

(Choose the correct answer)

4. (Both/Since) my
grandfather and my father worked in the steel
plant.

(Choose the correct answer)

5. I ten pencils.

(Insert suitable verb)

6. Please go over the content before the test.

(Underline the phrasal verb)

7. We're having a party
the 4th of July.

(Insert suitable preposition)

8. This is a big step
(towards/before) the project completion.

(Choose the correct answer)

9. Noel reads a novel.

(Convert into passive voice)

.....

10. I teach knitting./Knitting is taught by me.

(Underline the active voice)
