



BCA/PPD-402

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(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) What are the different kinds of business letters? Discuss its purposes and components.

Or

- (b) What are the aids to correct writing? Explain in detail.

2. (a) Discuss the importance of listening and the factors that help in listening.

Or

- (b) Explain how positive body language can improve our image and confidence.
3. (a) What are the strategies and essentials that must be applied and followed during participation at a group discussion?

Or

- (b) Elaborate on the Dos and Don'ts in an interview.
4. (a) Draft a resume for the position of development manager.

Or

- (b) Draft a job application letter for the post of Assistant Lab Technician at Nagaland University, Kohima.
5. (a) What are the characteristics of a good report? Explain in detail.

Or

- (b) Write an essay on any one of the following in about 250 words :
- (i) Artificial intelligence and ethics
- (ii) Should students get limited access to the internet

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(4th Semester)

BACHELOR OF COMPUTER APPLICATIONS

Paper : PPD-402

(Professional Personality Development)

(PART : A—OBJECTIVE)

(Marks : 25)

The figures in the margin indicate full marks for the questions

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

1. What are the functions of professional letters in an office?

2. Write the features of a good essay.

3. What is the proper dress code for an interview?

4. Differentiate between CV and Resume.

5. Define assertiveness.

6. What is a group discussion?

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

1. Pre-conceived ideas and notions hamper the listening process.

(T / F)

2. Body sport is one of the silent modes of communication.

(T / F)

3. Equal handshake signifies inferiority complex.

(T / F)

4. Leadership is a primary quality looked for during a group discussion.

(T / F)

5. Quotation letter is a formal letter.

(T / F)

C. Fill in the blanks as directed in brackets : $1 \times 10 = 10$

1. The girl standing
(across/beside) me was sneezing.

(Choose the correct answer)

2. Livika has been absent
(from/since) Wednesday.

(Choose the correct answer)

3. Here is inspiring
incident in the life of Abraham Lincoln.

(Insert suitable article)

4. Mathematics an important
subject.

(Insert suitable verb)

5. I came you were away.

(Insert suitable conjunction)

6. They have been pestering us
the beginning.

(Insert suitable preposition)

7. This book is quite different
(than/from) that.

(Choose the correct answer)

8. The ball hit me.

(Change into Passive voice)

9. Tomorrow we will arrive.

(Change into Active voice)

10. All (except/accept) younger
were present in the class.

(Choose the correct answer)

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