

CourseCode	:	BCS-055
Course Title	:	Business Communication
Assignment Number	:	BCA(V)/055/Assignment/2024-25
Maximum Marks	:	100
Weightage	:	25%
Lastdate of submission	:	31stOctober,2024(For July, Session)
		30thApril, 2025(For January, Session)

This assignment has 09 questions and carries 100 marks. Answer all questions. (You may use illustrations and diagrams to enhance the explanations. Please go through the guidelines regarding assignments given in the Programme Guide for the format of presentation.)

Q1. Read the passage below and answer the questions that follow:

In the 21st century, technology has become an integral part of our daily lives, transforming the way we work, communicate, and even perceive the world around us. The rapid advancements in digital technology have ushered in a new era where the boundaries between the physical and virtual realms are increasingly blurred.

The ubiquity of smartphones, laptops, and other smart devices has revolutionized the way we access information, stay connected, and manage our daily tasks. With the internet at our fingertips, we can now communicate with people across the globe, access a wealth of knowledge, and even work remotely from the comfort of our homes. This level of connectivity and accessibility has brought about both benefits and challenges.

On the one hand, technology has empowered us to be more productive, efficient, and informed. It has opened up new avenues for learning, collaboration, and entrepreneurship, allowing individuals to pursue their passions and unlock their full potential. The abundance of online resources and digital tools has democratized access to education, enabling people from diverse backgrounds to acquire knowledge and skills.

However, the reliance on technology has also given rise to new social and psychological challenges. The constant need to be online and the pressure to maintain a curated digital presence can lead to feelings of isolation, anxiety, and FOMO (fear of missing out). The blurring of work-life boundaries and the constant influx of information can also contribute to increased stress and burnout.

As we navigate this technology-driven world, it is crucial to strike a balance between embracing the benefits of technology and maintaining a healthy, well-rounded lifestyle. This requires developing digital literacy, cultivating mindfulness, and prioritizing self-care practices to ensure that technology enhances our lives rather than dominates them.

Q1:

1. Describe the impact of technology on the way we work and communicate in the 21st century.
(2 Marks)
2. Discuss the benefits and challenges of the increased connectivity and accessibility brought about by technology.
(2 Marks)

3. Explain how technology has democratized access to education and enabled individuals to pursue their passions. **(2 Marks)**
4. Discuss the potential negative consequences of the reliance on technology, such as feelings of isolation, anxiety, and burnout. **(2 Marks)**
5. Suggest strategies for maintaining a healthy balance between embracing technology and prioritizing self-care in a technology-driven world. **(2 Marks)**

Read the following sentences and write in correct form;

(10x1=10 Marks)

1. She don't like to play football.
2. He go to school every day.
3. The cat is sleeping on it's bed.
4. They was very happy with the results.
5. I have seen her yesterday.
6. She is tallest than her brother.
7. The book which I borrowed from you is very interesting.
8. Each of the students have a unique talent.
9. There is many reasons to support this decision.
10. Neither of the options are good.

Q2. Write a letter to the head of the study center, explaining the importance of addressing mental health issues among college students and the potential consequences of neglecting these concerns. Describe in detail the requirements and give suggestions for the same on how this might be done.

(10 Marks)

Q3. Write short notes on any two of the following:

(5 x 2= 10 Marks)

- a) Phone interviews.
- b) Walk-in interviews.
- c) Active Listening Skills.
- d) Using Positive Influencing Skills in the Workplace.

Q4. Complete the sentences with the comparative or superlative form of the adjective/adverb.

(5 Marks)

1. This year's vacation was _____ (good) than last year's.
2. She is the _____ (intelligent) student in the class.
3. The weather is _____ (warm) today than it was yesterday.
4. My sister runs _____ (fast) than I do.
5. This is the _____ (expensive) restaurant in the city.

Q5. Change the following into passive voice:

(5 Marks)

1. The chef prepared a delicious meal for the guests.
2. The teacher will assign a project to the students next week.

3. The construction workers are building a new bridge.
4. The police arrested the suspect last night.
5. The company will launch a new product next month.

Q6. Complete the following sentences by putting the verbs in the Simple Past, Past Perfect or Past Continuous Tense: (10 Marks)

1. By the time I _____ (arrive) at the party, most of the guests _____ (leave).
2. While I _____ (study) for my exam, my friend _____ (call) to invite me to the movies.
3. The team _____ (win) the championship after they _____ (work) hard all season.
4. I _____ (walk) to the park when it _____ (start) to rain.
5. By the end of the week, I _____ (finish) all my chores and _____ (relax) on the weekend.
6. The children _____ (play) in the park when their mother _____ (come) to pick them up.
7. After the concert, the band _____ (greet) their fans and _____ (sign) autographs.
8. I _____ (watch) a movie when my roommate _____ (come) home and _____ (ask) me to join them for dinner.
9. The teacher _____ (explain) the lesson while the students _____ (take) notes.
10. By the time I _____ (graduate), I _____ (apply) to several jobs and _____ (receive) a few offers.

Q7. Fill in the blanks with suitable articles (a/an, the or no article) (10 Marks)

1. I saw _____ beautiful sunset over the ocean last night.
2. Can you pass me _____ pen on the desk?
3. My friend is _____ engineer who works for _____ large tech company.
4. I need to buy _____ new pair of shoes for my job interview.
5. _____ Eiffel Tower is _____ iconic landmark in Paris.
6. She is _____ artist who paints _____ most stunning landscapes.
7. I would like to visit _____ Grand Canyon during _____ summer.
8. My sister is _____ accountant, and she works at _____ local firm.
9. _____ apple a day keeps _____ doctor away.
10. I'm going to _____ park to walk _____ dog.

Q8. Discuss various kinds of communication with suitable examples. Discuss kinds of communication and their significance. (20 Marks)

Q9. Write an e-mail to your friend sharing your reasons to join a particular company. Give appropriate reasons for your choice and how that would be meaningful for the society large. (10 Marks)