

BACHELOR OF COMPUTER APPLICATIONS (BCA)

(Revised Syllabus)

BCA(Revised Syllabus)/ASSIGN/SEMESTER-II

ASSIGNMENTS

(July - 2026 & January - 2027)

ECO-02, MCS-011, MCS-012, MCS-015, MCS-013, BCSL-021, BCSL-022,



**SCHOOL OF COMPUTER AND INFORMATION SCIENCES
INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI, NEW DELHI – 110 068**

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Important Notes

1. Submit your assignments to the Coordinator of your Study Centre on or before the due date.
2. Assignment submission before due dates is compulsory to become eligible for appearing in corresponding Term End Examinations. For further details, please refer to BCA Programme Guide.
3. To become eligible for appearing the Term End Practical Examination for the lab courses, it is essential to fulfill the minimum attendance requirements as well as submission of assignments (on or before the due date). For further details, please refer to the BCA Programme Guide.

Course Code	:	MCS-015
Course Title	:	Communication Skills
Assignment Number	:	BCA(II)/015/Assignment/2026-27
Maximum Marks	:	100
Weightage	:	25%
Last date of submission	:	31st October, 2026 (For July 2026 Session)
	:	30th April, 2027 (For January 2027 Session)

This assignment has ten questions in this assignment. 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:

Digital Collaboration in the Modern Workplace

The way people communicate and work has changed significantly over the past decade. Advances in digital technologies have enabled employees to collaborate effectively regardless of their geographical locations. Video conferencing, cloud-based document sharing, instant messaging, and project management software have become essential tools in modern organizations.

Successful digital collaboration depends not only on technology but also on effective communication. Team members should express their ideas clearly, listen carefully to others, and provide constructive feedback. Respecting cultural diversity and maintaining professional etiquette during online interactions contribute to stronger teamwork.

Time management is another important aspect of remote collaboration. Employees working from different time zones need proper planning to ensure timely completion of projects. Regular virtual meetings help monitor progress, resolve issues, and strengthen interpersonal relationships.

Despite numerous advantages, digital collaboration also presents challenges such as technical issues, information overload, misunderstandings caused by written communication, and reduced face-to-face interaction. These challenges can be minimized through proper planning, active participation, and continuous improvement of communication skills.

Organizations that encourage collaboration, transparency, and lifelong learning create an environment where employees remain motivated and productive.

Answer the following questions:

- a) Why has digital collaboration become important in modern organizations? **(2 Marks)**
- b) How does effective communication improve teamwork? **(2 Marks)**
- c) What challenges are associated with digital collaboration? **(2 Marks)**
- d) Why is time management essential for remote teams? **(2 Marks)**
- e) Which quality mentioned in the passage do you consider most important for professional success?
Give reasons. **(2 Marks)**

Q2: Find words from the passage that mean the same as the following: **(10 Marks)**

Q3: Identify the part of the sentence which is grammatically incorrect: **(5 Marks)**

Q4: Rewrite these sentences beginning with the words given below. **(5 Marks)**

- a. Someone has completed the software installation.

The software installation _____

- b. They will announce the examination results tomorrow.

The examination results _____

- c. People believe that cloud computing will transform education.

It is believed that _____

- d. We advised the participants to submit their reports online.

The participants _____

- e. The faculty conducted an orientation programme.

An orientation programme _____

Q5: Fill in the blanks with a/an, the or no article Ø. **(10 Marks)**

_____ software engineer must possess _____ analytical mind and _____ ability to solve problems efficiently.

During _____ interview, candidates should answer _____ questions confidently and maintain _____ positive attitude.

_____ interviewer usually appreciates _____ honest responses and _____ clear communication skills.

_____ confidence combined with preparation often leads to _____ successful career.

Q6: Write short notes on the following: **(10 Marks)**

- (a) Importance of Non-Verbal communication in Professional Life.
(b) Effective Team Communication in Software Development.

Q7: Write an essay in 250 to 300 words on **any one** of the following: **(20 Marks)**

- Artificial Intelligence and the Future of Employment
- Digital Citizenship and Responsible Use of Technology
- Role of Communication Skills in Entrepreneurship

Q8: Mark the stress in the following words: **(10 Marks)**

- education
- engineer

- technology
- communication
- responsibility

Also mark the stress shift in the following noun–verb pairs:

- present (noun) / present (verb)
- increase (noun) / increase (verb)
- export (noun) / export (verb)
- conduct (noun) / conduct (verb)
- progress (noun) / progress (verb)

Q9: Write a conversation between a Placement Officer and a Final year BCA student discussing career opportunities after Graduation. The conversation should contain at least 15 exchanges and include discussion on: **(10 Marks)**

- career goals,
- higher studies,
- internships,
- technical skills,
- communication skills,
- interview preparation.

Q10: Write a letter (about 150 words) to your younger sibling explaining the importance of developing good communication skills, time management, and digital etiquette for success in higher education and professional life. **(10 Marks)**