

BACHELOR OF COMPUTER APPLICATIONS (BCA)

(Revised Syllabus)

BCA(Revised Syllabus)/ASSIGN/SEMESTER-II

ASSIGNMENTS

(July - 2025 & January – 2026 sessions)

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/2025-26
Maximum Marks	:	100
Weightage	:	25%
Last date of submission	:	31st October, 2025 (For July Session) 30th April, 2026 (For January 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:

Public speaking is an important skill in today’s professional world. Whether you are addressing a large audience or participating in a small team meeting, the ability to communicate clearly and confidently can make a significant difference. Many people experience anxiety before speaking publicly, but this fear can be reduced with practice and preparation.

To improve your public speaking skills, it is crucial to understand your audience and tailor your content accordingly. Researching the audience's interests, expectations, and level of knowledge helps you create a more engaging speech. Structuring your speech with a clear introduction, main points, and conclusion enhances its impact.

Rehearsing several times before the actual event is also recommended. You may record your speech and watch it to identify areas for improvement. Additionally, maintaining eye contact, using appropriate gestures, and varying your voice modulation keep the audience attentive.

Public speaking is not only about speaking fluently but also about listening and responding to the audience’s reactions. A good speaker remains calm under pressure and adapts to unexpected questions or technical glitches.

Over time, with experience and feedback, anyone can become an effective public speaker.

- (a) Why is public speaking considered an important skill today? **(2 Marks)**
- (b) How can knowing your audience help in public speaking? **(2 Marks)**
- (c) What are the benefits of rehearsing a speech before delivery? **(2 Marks)**
- (d) Why is it important to maintain eye contact during a speech? **(2 Marks)**
- (e) Which tip mentioned in the passage do you find most useful, and why? **(2 Marks)**

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

- a. Nervousness before a challenging task
- b. Make better
- c. Expected
- d. Adjust or modify
- e. Careful study

Q3. Identify the part of the sentence which is grammatically incorrect:

(5 Marks)

- a. She sings very well (1), but she (2) don't like to perform (3) in front of (4) large audiences.
- b. If I was (1) you, I would (2) accept the (3) new job offer (4).
- c. My friend enjoys (1) to read novels (2) and watching (3) documentaries (4).
- d. The manager, along with (1) his team, have (2) submitted the (3) final report (4).
- e. There is (1) many reasons (2) why people avoid (3) public speaking (4)

Q4. Rewrite these sentences beginning with the words given below.

(5 Marks)

- a. Someone has repaired the old building.

The old building _____

- b. The company will launch the new app next month.

The new app _____

- c. We expect the guests to arrive soon.

The guests _____

- d. They requested us to submit the documents on time.

Please _____

- e. The college organized a workshop on entrepreneurship.

A workshop _____

Q5. Fill in the blanks with a/an, the or no article Ø.

(10 Marks)

_____ effective speaker needs to understand _____ audience before delivering _____ speech. In _____ preparation stage, it is important to create _____ outline of _____ speech and practice it several times. If _____ speaker has _____ good command over _____ topic, he or she can answer _____ questions confidently. Also, maintaining _____ friendly attitude helps in connecting with _____ audience.

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

- (a) Importance of listening skills in communication
- (b) Handling criticism positively

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

- The importance of emotional intelligence in professional life
- Challenges and opportunities of remote work
- The influence of digital media on human relationships

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

photograph photography
economy economical
favourite favoritism
record(noun) record(verb)
conflict(noun) conflict(verb)

Q9. Write a conversation between you and your friend about how online education has transformed learning methods. Use at least 15 turns. **(10 Marks)**

Q10. Write a letter to your cousin sharing your experience of attending a professional development workshop. Describe the topics covered, what you learned, and how it will help you in your career. Write in about 150 words. **(10 Marks)**