 SURESH GYAN VIHAR UNIVERSITY <small>Accredited by NAAC with 'A' Grade</small>	INTERNAL ASSIGNMENT - 1	
Course: BCA	BUSINESS COMMUNICATION SKILLS	
Year: I		
Specialization: NA Total Marks: 100		

Q. Write answers for questions below. (20 marks each – Word limit – 500)


A. Explain significance of goal setting in life with appropriate examples.

B. Define communication and write a note on formal and informal communication with example.

C. Discuss various time management tools and techniques.

D. What are the sources and Consequence of Stress? Discuss with examples

E. What do you mean by Communication? Explain the communication process in detail.

 <div>SURESH GYAN VIHAR <u>UNIVERSITY</u> Accredited by NAAC with 'A' Grade</div>		INTERNAL ASSIGNMENT - 2	
Course: BCA		BUSINESS COMMUNICATION SKILLS	
Year: I			
Specialization: NA	Total Marks: 100		

Q. Write answers for questions below. (20 marks each – Word limit – 500)

A. Write advantages and disadvantages of oral communication? State the difference between oral and written communication.

B. What is communication? Explain in detail the flow of communication in an organization

C. What is Conflict Management? Discuss various styles of Conflict Management.

D. Discuss importance of Interpersonal relationship. Enumerate steps for its improvement.

E. What is Art of Listening? Explain principles of Good Listening