

6649

B.C.A. IInd Semester Examination, 2023

**ADVANCED PROFESSIONAL
COMMUNICATION**

Paper : BCA-202

Time : 3 Hours]

[M.M. : 70

Note :- Answer any five questions. All questions carry equal marks.

1. (a) What do you mean by Combination Resume? Discuss its uses.

(b) How to use linkedin effectively for career and business?

2. (a) Make a grid of distinctive features of Resume, CV and Biodata.

(b) Give a sample resume of the type suitable for freshers in IT Sector. Invent necessary details.

6649/ 3

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3. (a) Explain Verb Phrase with any *five* sentences as examples.

(b) Differentiate between Compound and Complex sentences with suitable examples.

4. Write an online job application for the post of Web Developer in Brickstone Digital.

5. (a) Write a short note on Coordination in grammar.

(b) What do you mean by cleft sentences? Give any *five* sentences as examples.

6. (a) Draw a flowchart to explain the process of negotiation.

(b) Explain zero-sum game in negotiation.

7. What are the personality traits and attributes of leadership?

8. (a) What is the significance of non-verbal communication in presentation strategies?

(b) What are the netiquettes one should adhere to while working online?

6649/ 3

(2)

MK-646

9. Critically evaluate the poem 'Obituary' through the lens of Indian ethos and sensibility.
10. Write the major theme of the poem 'Australia' by A.D. Hope. How is the image of sphinx relevant to A.D. Hope ?