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| **SESSION** | **SEPT 2024** |
| **PROGRAM** | **MASTER OF COMPUTER APPLICATIONS (MCA)** |
| **SEMESTER** | **II** |
| **COURSE CODE & NAME** | **DCA6205 COMMUNICATION SKILLS**  |
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**Set-I**

**1. Elaborate the Relevance of Communication in today’s competitive environment, also enumerate few barriers to communication.**

**Ans 1.**

**Relevance of Communication in Today’s Competitive Environment**

In the current era of globalization and technological advancements, communication plays a pivotal role in ensuring success across industries and disciplines. Effective communication is the cornerstone of interpersonal relationships, organizational success, and societal development. In a competitive environment, clear and impactful communication serves as a critical tool for collaboration, decision-making, and problem-solving.

In organizations, communication fosters a culture of transparency and trust, enabling teams to

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**2. Explain SQ3R method used in reading skills. Throw some light on the concept of ‘Semantic Markers’.**

**Ans 2.**

**The SQ3R Method and Semantic Markers in Reading Skills**

**The SQ3R Method**

The SQ3R method, an acronym for Survey, Question, Read, Recite, and Review, is a systematic approach designed to improve reading comprehension and retention. This method helps readers engage with the material actively, making the reading process more structured and efficient.

The first step, Survey, involves skimming through the text to get an overview of its structure and key ideas. This includes reading headings, subheadings, and summaries to grasp the main themes.

**3. What do you understand by the term” Non- Verbal Communication”. Explain some strategies adopted for Effective Listening.**

**Ans 3.**

**Non-Verbal Communication**

Non-verbal communication refers to the transmission of messages or information without the use of spoken or written words. It encompasses a variety of cues such as body language, facial expressions, gestures, eye contact, tone of voice, and physical proximity. This form of communication plays a significant role in conveying emotions, attitudes, and intentions, often complementing or even replacing verbal communication.

For instance, a smile can indicate friendliness and approval, while crossed arms may signify

**Set-II**

**4. Discuss the DO’s and Don’ts in Resume Writing, also state the relevance of Job Application.**

**Ans 4.**

**DO’s in Resume Writing**

Creating an effective resume is a crucial step in securing job opportunities. A well-crafted resume highlights an individual's skills, experiences, and achievements while aligning with the requirements of the job. Key practices for writing an impactful resume include using a professional format, tailoring content to the job description, and emphasizing relevant accomplishments.

For example, using action verbs like "achieved," "led," or "developed" adds strength to the

**5. Explain the various Organizational Documents.**

**Ans 5.**

**Introduction to Organizational Documents**

Organizational documents are essential records that define a company's structure, operations, goals, and compliance measures. These documents not only serve as a foundation for the organization's internal and external activities but also ensure that all stakeholders are aligned with its vision, mission, and values. Different types of organizational documents fulfill specific purposes, such as legal compliance, operational efficiency, and communication of strategic

**6. Discuss Process description and Static description in paragraph Writing. Throw some light on steps that you must follow while writing paragraphs.**

**Ans 6.**

**Process Description and Static Description in Paragraph Writing**

**Process Description**

A process description involves explaining a sequence of steps or actions required to complete a task or achieve a goal. It emphasizes the dynamic nature of an activity, guiding the reader through a logical progression. For instance, describing how to bake a cake involves detailing steps such as gathering ingredients, preheating the oven, mixing the batter, and baking the cake. Process descriptions are often used in instructional or technical writing to provide clear and actionable i