

Professional Course Examination, May 2023

(2nd Semester)

BACHELOR OF COMPUTER APPLICATIONS

(Personality and Soft Skills Development)

Full Marks : 75

Time : 3 hours

The figures in the margin indicate full marks for the questions

1. (a) Write a short note on any *one* of the following : 5
- (i) Types of personality
 - (ii) Scope of personality development
 - (iii) Body language and posture
- (b) Define the term 'communication skill'. Explain the relationship between communication skill and personality. Write the various processes in communication. 2+4+4=10
2. Write short notes on any *three* of the following : 5×3=15
- (a) Major attributes of leadership
 - (b) Cause of major leadership failure
 - (c) Types of team in team building
 - (d) Stage of team development
 - (e) Goal settings
 - (f) A framework for effective time management

3. (a) Describe the term 'e-mail etiquette'. What are the basic e-mail etiquette rules suggested for an individual or organization? 4+11=15

OR

- (b) Respond to the following advertisement on plain paper :

MIZORAM PUBLIC SERVICE COMMISSION

Mizoram New Capital Complex, Aizawl

Advertisement No. 1 of 2022–2023

Dated Aizawl, the 30th June, 2023

Mizoram Public Service Commission invites applications for the following posts via direct recruitment :

Post Name : Programmer

Classification : Group 'A' (Gazetted) (Non-Ministerial)

No. of Posts : (a) Software Engineer—4 (Four)

Pay : Level 10 in the Pay Matrix (56100–124500)

Essential Qualification :

- Graduate degree in a related discipline (Computer Science/ Engineering).
- BCA/BE with minimum 55% marks
- Knowledge of Mizo & English Language up to Middle School Standard.

Essential Work Experience : 1 year of professional experience in a related field.

Address to send the application : The Candidate must fill in the application form and sent it to **Chairman MPSC Aizawl, New Secretariat Complex, Khatla, Aizawl, Mizoram 796001** along with relevant documents.

Address the consignee with your relevant information including RESUME. 10+5=15

4. (a) As the Director of the School Education Department Mizoram, Aizawl, send an inviting quotation letter to the Regional Sales Manager of Hewlett-Packard Company (HP) Kolkata, India. Furnish details of requirement specification of an item "Laptop and Personal Computer" to reply on or before August 31, 2023. 15

OR

- (b) Define acknowledgement letters. What are the significant elements of writing professional acknowledgement letters? 3+12=15

5. (a) Write the importance of reports in the business. Briefly explain progress reports, and support your answer with an example. 4+8+3=15

OR

- (b) What is meant by front matter in elements of structure? Elaborate on various elements of the front matter structure, and support any one of the elements with an example. 3+10+2=15

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