

Dr. Babasaheb Ambedkar Open University

Term End Examination July – 2026

Course	: BSCIT	Date	: 22/08/2026
Subject Code	: BSCITRAE-205	Time	: 11:30am to 12:30pm
Subject Name	: Communication Skills - II	Duration	: 01 Hour
		Max. Marks	: 35

- Q-1** Discuss the role of digital and social media in professional communication, and explain the importance of managing one's digital footprint. **14**

OR

Explain team project management tools and strategies, and discuss the role of agendas and minutes in team communication.

- Q-2 Write short notes. (any two)** **14**

1. Divergent cultural characteristics
2. Teamwork and leadership
3. Problem-solving approach to communication tasks
4. Rhetorical appeals in persuasive writing

- Q-5 Choose the correct option for the questions given below and write the answer.** **07**

1. Which of the following is recommended as the best way to check your own digital footprint?
(A) Deactivating all accounts (B) Googling yourself
(C) Deleting old emails (D) Avoiding professional networks
2. According to the unit on digital media, once content is posted online it is:
(A) Automatically deleted after a year (B) Easy to remove permanently
(C) Impossible to delete completely (D) Visible only to close friends
3. The researcher associated with the concepts of individualistic and collectivist cultures is:
(A) Geert Hofstede (B) Suzan Last (C) Aristotle (D) Abraham Maslow
4. In a team meeting, the person responsible for keeping the discussion on track is the:
(A) Recorder (B) Chair (C) Observer (D) Reporter
5. The document that records the decisions made and topics discussed at a meeting is called the:
(A) Agenda (B) Work log (C) Minutes (D) Memorandum
6. In rhetoric, the appeal to credibility, expertise, or authority is known as:
(A) Pathos (B) Logos (C) Kairos (D) Ethos
7. Technical communication is best understood as:
(A) A decorative art (B) A solution to a problem
(C) A personal record (D) A form of entertainment
