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| <b>Course Code</b>             | <b>:</b> | <b>MCS-015</b>                                                                                                                |
| <b>Course Title</b>            | <b>:</b> | <b>Communication Skills</b>                                                                                                   |
| <b>Assignment Number</b>       | <b>:</b> | <b>BCA(II)/015/Assignment/2026-27</b>                                                                                         |
| <b>Maximum Marks</b>           | <b>:</b> | <b>100</b>                                                                                                                    |
| <b>Weightage</b>               | <b>:</b> | <b>25%</b>                                                                                                                    |
| <b>Last date of submission</b> | <b>:</b> | <b>31<sup>st</sup> October, 2026 (For July 2026 Session)</b><br><b>30<sup>th</sup> April, 2027 (For January 2027 Session)</b> |

**This assignment has ten questions in this assignment. Answer all questions. You may use illustrations and diagrams to enhance the explanations. Please go through the guidelines regarding assignments given in the Programme Guide for the format of presentation.**

1. Read the passage below and answer the questions that follow:

### **Digital Collaboration in the Modern Workplace**

The way people communicate and work has changed significantly over the past decade. Advances in digital technologies have enabled employees to collaborate effectively regardless of their geographical locations. Video conferencing, cloud-based document sharing, instant messaging, and project management software have become essential tools in modern organizations.

Successful digital collaboration depends not only on technology but also on effective communication. Team members should express their ideas clearly, listen carefully to others, and provide constructive feedback. Respecting cultural diversity and maintaining professional etiquette during online interactions contribute to stronger teamwork.

Time management is another important aspect of remote collaboration. Employees working from different time zones need proper planning to ensure timely completion of projects. Regular virtual meetings help monitor progress, resolve issues, and strengthen interpersonal relationships.

Despite numerous advantages, digital collaboration also presents challenges such as technical issues, information overload, misunderstandings caused by written communication, and reduced face-to-face interaction. These challenges can be minimized through proper planning, active participation, and continuous improvement of communication skills.

Organizations that encourage collaboration, transparency, and lifelong learning create an environment where employees remain motivated and productive.

#### **Answer the following questions:**

- a) Why has digital collaboration become important in modern organizations? (2 Marks)
- b) How does effective communication improve teamwork? (2 Marks)
- c) What challenges are associated with digital collaboration? (2 Marks)
- d) Why is time management essential for remote teams? (2 Marks)

e) Which quality mentioned in the passage do you consider most important for professional success? Give reasons. (2 Marks)

2. Find words from the passage that mean the same as the following: (10 Marks)

- a) Working together to achieve a common goal.
- b) Helpful suggestions or comments intended to improve performance.
- c) The proper use of time to complete tasks efficiently.
- d) The act of sharing information openly and honestly.
- e) The ability to continue learning throughout one's life.

3. Identify the part of the sentence which is grammatically incorrect: (5 Marks)

- f) Each of the employees / have submitted / the project report / on time.
- g) She is responsible / for managing / the team's digital / communications tools.
- h) The team members / was discussing / the project requirements / during the virtual meeting.
- i) Neither the manager nor the employees / was available / for the scheduled / online meeting.
- j) He has been working / in this organization / since five years / without a break.

4. Rewrite these sentences beginning with the words given below.

- a. Someone has completed the software installation.

**The software installation** \_\_\_\_\_

- b. They will announce the examination results tomorrow.

**The examination results** \_\_\_\_\_

- c. People believe that cloud computing will transform education.

**It is believed that** \_\_\_\_\_

- d. We advised the participants to submit their reports online.

**The participants** \_\_\_\_\_

- e. The faculty conducted an orientation programme.

**An orientation programme** \_\_\_\_\_

5. Fill in the blanks with a/an, the or no article Ø. (10 Marks)

\_\_\_\_\_ software engineer must possess \_\_\_\_\_ analytical mind and \_\_\_\_\_ ability to solve problems efficiently.

During \_\_\_\_\_ interview, candidates should answer \_\_\_\_\_ questions confidently and maintain \_\_\_\_\_ positive attitude.

\_\_\_\_\_ interviewer usually appreciates \_\_\_\_\_ honest responses and \_\_\_\_\_ clear communication skills.

\_\_\_\_\_ confidence combined with preparation often leads to \_\_\_\_\_ successful career.

6. Write short notes on the following: (10 Marks)

- (a) Importance of Non-Verbal communication in Professional Life.
- (b) Effective Team Communication in Software Development.

7. Write an essay in 250 to 300 words on **any one** of the following: (20 Marks)

- Artificial Intelligence and the Future of Employment
- Digital Citizenship and Responsible Use of Technology
- Role of Communication Skills in Entrepreneurship

8. Mark the stress in the following words: (10 Marks)

- education
- engineer
- technology
- communication
- responsibility

Also mark the stress shift in the following noun–verb pairs:

- present (noun) / present (verb)
- increase (noun) / increase (verb)
- export (noun) / export (verb)
- conduct (noun) / conduct (verb)
- progress (noun) / progress (verb)

9. Write a conversation between a Placement Officer and a Final year (10 Marks)

BCA student discussing career opportunities after Graduation. The conversation should contain at least 15 exchanges and include discussion on:

- career goals,
- higher studies,
- internships,
- technical skills,
- communication skills,

- interview preparation.

**10.** Write a letter (about 150 words) to your younger sibling explaining the importance of developing good communication skills, time management, and digital etiquette for success in higher education and professional life. *(10 Marks)*