

Roll No.

Total No. of Questions : 09]

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MCA (Sem. - 1st)

TECHNICAL COMMUNICATION

SUBJECT CODE : MCA - 105 (2012 & Onward)

Paper ID : [B0132]

Time : 03 Hours

Maximum Marks : 100

Instruction to Candidates:

- 1) Attempt **One** question from Sections - A, B, C & D.
- 2) Section E is compulsory.

Section - A

(1 × 20 = 20)

- Q1)** Define communication. Explain Models - Shannon and Weaver's model of communication.
- Q2)** What is a non-verbal communication? Explain with the help of an example. Discuss the different barriers of communication.

Section - B

(1 × 20 = 20)

- Q3)** Explain the essential and important parameters of paragraph writing. Explain descriptive and imaginative paragraph writing with suitable examples.
- Q4)** Write a technical letter to the company chairman regarding organizing a Diwali party in the company atleast in two different types.

Section - C

(1 × 20 = 20)

- Q5)** Write the (atleast five) difference between the following :
- a) Circular and notices.
 - b) Instruction manuals with technical descriptions.
 - c) Resume writing and technical proposals.
 - d) E-mail and net etiquettes.

- Q6)** Write a technical proposal to government of India for new business set up. (Create index, references and bibliography).

Section - D

(1 × 20 = 20)

- Q7)** How presentation techniques are useful in verbal communication. Explain in context of extempore and conferences.
- Q8)** What is verbal communication. Write the significance of verbal communication in technical communication. How it is useful for meetings. Justify your answer with suitable example.

Section - E

(10 × 2 = 20)

Q9)

- a) What is an extempore.
- b) Define an E-mail.
- c) Write two barriers to effective communication.
- d) Define technical writing.
- e) What is research paper.
- f) What are Memos.
- g) What is dissertation.
- h) Explain the difference between reference and bibliography.
- i) Define networks.
- j) What is precise writing.

