

**Roll No.**

**Total No. of Pages : 02**

**Total No. of Questions : 09**

**MCA (2015 Batch) (Sem.-1)**  
**TECHNICAL COMMUNICATION**

**Subject Code : MCA-105**

**Paper ID : [72711]**

**Time : 3 Hrs.**

**Max. Marks : 60**

### INSTRUCTIONS TO CANDIDATES :

- 1. SECTIONS-A, B, C & D contains TWO questions each carrying TEN marks each and students has to attempt any ONE question from each SECTION.**
- 2. SECTION-E is COMPULSORY consisting of TEN questions carrying TWENTY marks in all.**
- 3. Use of non-programmable scientific calculator is allowed.**

## SECTION-A

- 1) Which are the barriers to communication? What can be the solutions to those barriers?
- 2) Explain the Shannon and Weaver's model of communication.

## SECTION-B

- 3) Write a paragraph on “*Ways to promote peace in the world.*”
- 4) Write a précis of the following passage :

The mind is a superb instrument if used rightly. Used wrongly, however, it becomes very destructive. To put it more accurately, it is not so much that you use your mind wrongly - you usually don't use it at all. It uses you. This is the disease.

Total presence is needed to become aware of the beauty, the majesty, the sacredness of nature. Have you ever gazed up into the infinity of space on a clear night, awestruck by the absolute stillness and inconceivable vastness of it? Have you listened, truly listened, to the sound of a mountain stream in the forest? Or to the song of a black bird at dusk on a quiet summer evening? To become aware of such things, the mind needs to be still.

### **SECTION-C**

- 5) What are Research Papers? Also explain various steps which are followed for writing a research paper.
- 6) What are Technical Reports? Explain their types and uses.

### **SECTION-D**

- 7) What is the procedure of a group discussion? Explain the do's and don'ts of a group discussion.
- 8) Write the procedure of an ideal business meeting, beginning from circulation of agenda to recording of minutes.

### **SECTION-E**

- 9) **Write briefly on :**
  - a. Extempore
  - b. Non-verbal communication
  - c. Notices
  - d. Effective communication
  - e. Dissertation
  - f. Formal interviews
  - g. Newsletters
  - h. Technical proposals
  - i. List of references
  - j. Memos