

Roll No.

Total No. of Pages : 02

Total No. of Questions : 09

MCA (2012 & Onward) (Sem.-1)
TECHNICAL COMMUNICATION

Subject Code : MCA-105

Paper ID : [B0132]

Time : 3 Hrs.

Max. Marks : 100

INSTRUCTIONS TO CANDIDATES :

1. **SECTIONS-A, B, C & D contains TWO questions each carrying TWENTY 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. Explain functions of communication : both internal and external functions. Also present suitable instances.
2. Discuss 7C's and other essential principles of Effective Communication.

SECTION-B

3. Discuss paragraph writing and its types like descriptive, imaginative etc.
4. Explain letter format and discuss various types of letters.

SECTION-C

5. Explain salient features of writing memos, reports and circulars. Give instances.
6. Explain MS-Word and its advantages.

SECTION-D

7. Discuss writing of Technical Proposals, Instruction Manuals and listing of references and bibliography.
8. Explain verbal communication with stress on speaking extempore and holding discussions and meetings.

SECTION-E

9. **Write briefly :**

- a) Networks and their advantages.
- b) Discuss do's and dont's of Précis Writing.
- c) Explain Net Etiquettes.
- d) Discuss Technical Proposals.
- e) Present an instance of Creating Indexes.
- f) Discuss salient features of a Notice.
- g) Explain the role of "Flow" in communication.
- h) Explain the importance of Memos.
- i) Processes of Encoding and Decoding in communication.
- j) List activities of Adobe Frame Maker.