

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. Discuss 7Cs of effective communication.
2. Elaborate various functions of communication in detail.

SECTION-B

3. Write a paragraph on one of the following :
 - (i) A Place Which Inspires Me
 - (ii) Where Do I See India Twenty Years From Now
4. Read the passage below carefully and answer the questions that follow :

True, it is the function of the army to maintain law and order in abnormal times. But in normal times there is another force that compels citizens to obey the laws and to act with due regard to the rights of others. The force also protects the lives and the properties of law abiding men. Laws are made to secure the personal safety of its subjects and to prevent murder and crimes of violence. They are made to secure the property of the citizens against theft and damage to protect the rights of communities and castes to carry out their customs and ceremonies, so long as they do not conflict with the rights of others. Now the good citizen, of his own free will obey these laws and he takes care that everything he does is done with due regard to the rights and well-being of others. But the bad citizen is only restrained from breaking these laws by fear of the consequence of his actions. And the necessary steps to compel the bad citizen to act as a good citizen are taken by this force. The supreme control of law and order in a State is in the hands of Minister who is responsible to the State Assembly and acts through the Inspector General of Police.

1. What does the expression 'customs and ceremonies' mean?
2. What do the laws ensure?
3. According to the writer, what is not the responsibility of the police?
4. What do you think is the main thrust of the passage?
5. What is the meaning to the word 'restrained'? Use it in your own sentence.

SECTION-C

5. a) As GM of the company, draft a memo to all the Assistant Managers of the. Company asking them to ensure punctuality of staff under their control. Imagine all details.
b) What are references? Cite references
 - i. If a book has single author
 - ii. If a book has more than three authors
 - iii. An article in a journal
6. Explain how to draft an effective Resume. Draft a sample Resume of yourself.

SECTION-D

7. Discuss various techniques to make presentations effective.
8. How does a Group Discussions help in generating an effective opinion? What points should be borne in mind while participating in a group discussion?

SECTION-E

9. **Write briefly :**
 - a) What are linguistic barriers to communication?
 - b) What are physical barriers to communication?
 - c) Write a brief note on "Flow" in communication.
 - d) List various types of letters.
 - e) What points should we bear in mind while drafting a precis of a given passage?
 - f) What is an Index?
 - g) What is the difference between a presentation and an extempore?
 - h) Give three important features of MS-Word.
 - i) Draft a short notice inviting your staff for a festival celebration. Imagine details.
 - j) How to prepare Manuals? List three important things that come to your mind.