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Total No. of Questions: 09

Total No. of Pages: 02

MCA (Sem.1)
TECHNICAL COMMUNICATION
Subject Code: MCA-105
Paper ID: 72711

Time: 3 Hrs.

Max. Marks: 60

INSTRUCTION TO CANDIDATES:

1. Sections A, B, C and D contains TWO questions each carrying TEN marks each. Attempt any ONE question from each section.
2. Section E is COMPULSORY consisting of TEN Questions carrying TWO marks each.

SECTION A

1. Describe the 7 Cs of effective communication. Explain the importance of non-verbal communication also.
2. Which are the barriers to communication? What can be the solutions to those barriers?

SECTION B

3. Write a paragraph on "If computers also had feelings".
4. Write a precis of the following passage:

There are cycles of success, when things come to you and thrive, and cycles of failure, when they wither or disintegrate, and you have to let them go in order to make room for new things to arise, or for transformation to happen. If you cling and resist at that point, it means you are refusing to go with the flow of life, and you will suffer. The solution is needed for new growth to happen. One cycle cannot exist without the other. The down cycle is absolutely essential for spiritual realization. You must have failed deep/you on some level or experienced some deep loss or pain to be drawn to the spiritual dimension.

SECTION C

5. Draft your resume in response to a job advertisement that requires a person with your qualifications.
6. Describe various types of technical reports. Also explain various steps which are followed for writing a research paper.

SECTION D

7. Describe the speaking skills needed for presentations and extempore.
8. Describe the roles played by different persons in a group discussion. Explain its procedure also.

SECTION E

9. Write briefly on:
 - a. Importance of communication
 - b. Circulars
 - c. Types of letters
 - d. Agenda
 - e. Bibliography
 - f. Memos
 - g. Net-etiquettes
 - h. Dissertation
 - i. Telephonic interviews
 - j. Informal interviews