

Roll No.

Total No. of Pages : 02

Total No. of Questions : 18

MCA (Sem.-1)
TECHNICAL COMMUNICATION
Subject Code : PGCA-1905
M.Code : 79039

Time : 3 Hrs.

Max. Marks : 70

INSTRUCTIONS TO CANDIDATES :

1. **SECTION-A is COMPULSORY consisting of TEN questions carrying TWO marks each.**
2. **SECTION - B & C. have FOUR questions each.**
3. **Attempt any FIVE questions from SECTION B & C carrying TEN marks each.**
4. **Select atleast TWO questions from SECTION - B & C.**

SECTION-A

Write short notes on :

- 1) Feedback
- 2) Upward communication
- 3) Physical Barrier
- 4) Bibliography
- 5) Grapevine communication
- 6) Circular
- 7) Differentiate between Resume and C.V.
- 8) Minutes of meeting
- 9) Progress Report
- 10) Memorandum

SECTION-B

- 11) Describe 7C's of effective communication.
- 12) Draft an e-mail to announce diwali holidays to your staff.
- 13) What do you mean by Group Discussion and its advantages?
- 14) Explain in detail barriers in communication.

SECTION-C

- 15) What do you mean by communication and its process in detail?
- 16) What do you understand by interview and its types in detail?
- 17) Imagine you are the District Collector. Your district has been affected by the worst floods of the seasons. Write a letter report to the Chief Secretary of your state giving him all details about crisis.
- 18) Explain presentation and preparations to make it successful.

NOTE : Disclosure of Identity by writing Mobile No. or Marking of passing request on any paper of Answer Sheet will lead to UMC against the Student.