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Total No. of Pages : 02

Total No. of Questions : 09

**MCA (Sem.-1)**  
**TECHNICAL COMMUNICATION**  
Subject Code : PGCA-1905  
M.Code. : 79039  
Date of Examination : 19-01-2023

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**

**1. Write short notes on :**

- a) Net-etiquettes
- b) Barriers to Communication
- c) Listening vs Hearing
- d) Seminar
- e) GD
- f) Meeting & Conference
- g) Précis
- h) Communication Skills
- i) Newsletter
- j) Dissertation & Thesis.

### SECTION-B

2. Explain the process of communication. What are the different types of Communication?
3. How to make a communication effective? What are its effective C's?
4. Write a Paragraph on '*Role of a Woman in the Society*'.
5. Write a letter to a dealer asking for a quotation for office chairs.

### SECTION-C

6. What is an interview? What should be done in order to project a positive Image for an Interview?
7. Discuss the basic structure of a technical report. How are technical reports different from general reports?
8. What is the difference between a Resume & a CV? Prepare a sample resume for the profile of a '*Software Developer*'.
9. What is an e-mail? Write an email asking for one week leave from your boss.

**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.**