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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 Examination : 29-12-2023

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) Communication
- b) Advantages of listening skills
- c) 7C's of effective communication(only names)
- d) Coherence in writing
- e) Precis Writing
- f) Purpose of Indexing
- g) Body Language
- h) Types of Verbal Communication
- i) Newsletter
- j) Symposium.

SECTION-B

2. Communication- an Art or a Science. Discuss.
3. What are the barriers to communication? How to have an effective communication?
4. Write a Paragraph on '*Importance of Soft Skills*'
5. Write a letter to a dealer asking for a discount on bulk order of computers.

SECTION-C

6. Write a memo from the Manager to the employees for their misconduct during an event.
7. Discuss the format of Technical Report.
8. What are the qualities required for an effective presentation?
9. What is an e-mail? Write a sample email explaining various components of e-mail.

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.