

Roll No.

Total No. of Pages : 02

Total No. of Questions : 09

MCA (Sem.-1)
TECHNICAL COMMUNICATION

Subject Code : PGCA-1905

M.Code. : 79039

Date Examination : 16-01-2026

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 at least TWO questions from SECTION - B & C.**

SECTION - A

1. **Write short notes on :**
 - a) Internal Function of Communication.
 - b) Physical Barriers to Communication.
 - c) Features of a Memo
 - d) Press Releases
 - e) Creating Indexes
 - f) References
 - g) Group Discussion
 - h) Non - verbal communication
 - i) Net-etiquettes
 - j) Resume Writing

SECTION - B

2. Write a paragraph on "Climate Change".
3. **Draft a precise of the following passage; also suggest a suitable title :**

Providing enough energy, to meet an ever-increasing demand is one of the greatest problems the world is now facing. Energy is the key to an industrialized economy, which calls for a doubling of electrical output every ten to twelve years. Meanwhile, the days of cheap, abundant, and environmentally acceptable power may be coming to an end. Coal is plentiful but polluting; natural gas is scarce; oil is not found everywhere. Nuclear power now appears costly and risky. In many countries in the world, keen interest is being shown in new energy sources. Among the familiar but largely undeveloped sources, solar energy, geothermal energy and energy from the ocean deserve special consideration. Scientists are working to find ways to tap the energy from the sun and the oceans. If they are successful, it will mean that we will have an abundant and uninterrupted supply of cheap energy. This energy will be clean and will not contribute to environmental pollution. Every country will be in a position to meet its requirements of energy. Poor countries will not have to depend on rich countries for their supply of energy. For them, it will mean a rapid economic development.

4. Describe in detail various functions of communication.
5. Elaborate Models of Communication.

SECTION - C

6. Discuss presentation techniques.
7. Discuss how to write technical reports.
8. Discuss how to prepare for and face interviews.
9. Elaborate how to organize meetings and conferences.

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.