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Total No. of Pages : 02

Total No. of Questions : 09

MCA (2015 to 2018) (Sem.-1)
TECHNICAL COMMUNICATION

Subject Code : MCA-105

M.Code : 72711

Time : 3 Hrs.

Max. Marks : 60

INSTRUCTIONS TO CANDIDATES :

1. SECTIONS-A, B, C & D contains TWO questions each carrying TEN marks each and students have to attempt any ONE question from each SECTION.
2. SECTION-E is COMPULSORY consisting of TEN questions carrying TWENTY marks in all.

SECTION-A

1. What do you mean by Technical Communication? Why is it needed in an organisation? What are its various functions?
2. What are the essentials of effective communication? Explain the principles in detail.

SECTION-B

3. What are the different steps to keep in mind while writing imaginative paragraphs? Explain in detail with an example.
4. What is the role of reading and comprehensions in enhancing the technical communication skills?

SECTION-C

5. Explain the process followed in writing a good research paper. How is it different from writing a thesis?
6. What are the points to remember while writing technical e-mails? What are the considerations in the process? What role does the language play in conveying the right message in e-mail?

SECTION-D

7. a) What are the various Presentation techniques for effective communication with the team?
b) What things should be remembered before going for official meetings?
8. Describe the importance of presenting oneself well in Interviews. Elaborate the saying "*First impression is the last impression*" in context of preparing for interviews.





SECTION-E

9. Answer briefly :

- a) How can you design an effective Instruction manual?
- b) What are the different types of Letters?
- c) Write any two highlights of Shannon and Weaver's model.
- d) What is the importance of Group Discussions in improving communication skills?
- e) Explain the use of Bibliography in technical writing.
- f) What do you mean by non-verbal communication?
- g) List the difference between Internal and External communication functions.
- h) Write the important things to remember while writing a Resume.
- i) What do you mean by Net etiquettes?
- j) What are the different barriers to communication?

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

