

Code: 17FHS101

MCA I Semester Supplementary Examinations May/June 2019

TECHNICAL COMMUNICATION SKILLS

(For students admitted in 2017 & 2018 only)

Time: 3 hours

Max. Marks: 60

Answer all the questions

- 1 What are the significant technical communication skills and how are they significant?

OR

- 2 What are the barriers of communication and how do they impede the communication?

- 3 Write an essay on the significant differences between formal and informal conversations along with suitable examples.

OR

- 4 What are the important nonverbal communication cues that influence communication and how?

- 5 Summarize the following essay:

Summary is indispensable in preparing for and writing an argumentative essay. When you summarize a text (or describe visual material), you distill the ideas of another source for use in your own essay. Summarizing primary sources allows you to keep track of your observations. It helps make your analysis of these sources convincing, because it is based on careful observation of fact rather than on hazy or inaccurate recollection. Summarizing critical sources is particularly useful during the research and note-taking stages of writing. It gives you a record of what you've read and helps you distinguish your ideas from those of your sources.

Summaries you write to prepare for an essay will generally be longer and more detailed than those you include in the essay itself. (Only when you've established your thesis will you know the elements most important to retain.) It is crucial to remember, though, that the purpose of an analytical essay is only partly to demonstrate that you know and can summarize the work of others. The greater task is to showcase your ideas, your analysis of the source material. Thus all forms of summary (there are several) should be tools in your essay rather than its entirety.

True summary always concisely recaps the main point and key supporting points of an analytical source, the overall arc and most important turns of a narrative, or the main subject and key features of a visual source. True summary neither quotes nor judges the source, concentrating instead on giving a fair picture of it. True summary may also outline past work done in a field; it sums up the history of that work as a narrative. Consider including true summary often just a few sentences, rarely more than a paragraph in your essay when you introduce a new source. That way, you inform your readers of an author's argument before you analyze it.

OR

- 6 How is written communication different from spoken communication and how non verbal communication supplements spoken communication?

- 7 Write a detail account of the methodology of making an effective presentation along with significance of feedback.

OR

- 8 What are the characteristics of a good presentation and how can you incorporate them in your presentation?

- 9 How should you prepare for a job interview? How should you handle stress during a job interview?

OR

- 10 What are the key aspects of a job interview? As an interviewee what are your unique selling points.