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Total No. of Pages : 02

Total No. of Questions : 09

MCA (2013 and 2014 Batch) (Sem.-1)

TECHNICAL COMMUNICATION

Subject Code : MCA-105

M.Code : 26046

Time : 3 Hrs.

Max. Marks : 100

INSTRUCTION TO CANDIDATES :

1. **SECTIONS-A, B, C & D** contains **TWO** questions each carrying **TWENTY** marks each and students has 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. Elaborate internal functions of communication.
2. Discuss different theories of communication.

SECTION-B

3. Write a paragraph on any one of the following :

VALUE OF DISCIPLINE or HAVE WE BECOME SLAVES TO GADGETS.
4. Draft a business letter requesting dealers of your company to promote sales of different products of the company. Imagine details.

SECTION-C

5. Draft your resume in response to an advertisement for the post of a system analyst.
6. (a) As GM, draft an email to all the data entry operators of your company asking them to be careful about compiling data as mistakes are being detected regularly. Invent details.

(b) Draft a notice inviting all the Assistant Managers for a meeting. Imagine details yourself.

SECTION-D

7. Elaborate in detail what should be kept in mind while appearing in an interview.
8. Discuss presentation techniques which make presentations effective.

SECTION-E

9. Write briefly :

- a) What is the importance of flow in communication?
- b) Define non-verbal communication.
- c) List important things to be kept in mind while making a precis.
- d) Define a memo.
- e) What are references? Cite an example.
- f) Discuss how to plan meetings.
- g) Define technical description. List its some features.
- h) Differentiate between a descriptive and an imaginative paragraph.
- i) Give a brief account of barriers to communication.
- j) Give some features of MS-Word.

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.