

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 of Examination : 19-01-2023

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) Net-etiquettes
 - b) Barriers to Communication
 - c) Listening vs Hearing
 - d) Seminar
 - e) GD
 - f) Meeting & Conference
 - g) Précis
 - h) Communication Skills
 - i) Newsletter
 - j) Dissertation & Thesis.

SECTION-B

2. Explain the process of communication. What are the different types of Communication?
3. How to make a communication effective? What are its effective C's?
4. Write a Paragraph on '*Role of a Woman in the Society*'.
5. Write a letter to a dealer asking for a quotation for office chairs.

SECTION-C

6. What is an interview? What should be done in order to project a positive Image for an Interview?
7. Discuss the basic structure of a technical report. How are technical reports different from general reports?
8. What is the difference between a Resume & a CV? Prepare a sample resume for the profile of a '*Software Developer*'.
9. What is an e-mail? Write an email asking for one week leave from your boss.

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.