

END TERM EXAMINATION

FIRST SEMESTER [BCA] FEBRUARY-MARCH 2023

Paper Code: BCA103

Subject: Technical Communication

Time: 3 Hours

Maximum Marks: 75

Note: Attempt five questions in all including Q.No.1 which is compulsory.
Select one question from each unit.

- Q1 Write short notes on **any five** of the following: - (5x5=25)
- a) Need and importance of communication
 - b) Merits and demerits of written communication
 - c) Discuss the seven Cs of communication
 - d) Guidelines for using Visual Aids
 - e) Types of Interviews
 - f) Guidelines for Sentence construction

UNIT-I

- Q2 a) Communication is a two-way process". Explain the elements of communication process in this context with a suitable diagram. (7.5)
- b) What are the factors responsible for growing importance of communication? (5)

OR

- Q3 Enlist and explain main barriers to communication? Provide suitable examples for each type of communication barrier. (12.5)

UNIT-II

- Q3 a) Discuss various types of meetings. Explain the planning and organization of a meeting. (7.5)
- b) What are the techniques of conducting Group discussion? Explain (5)

OR

- Q4 a) What are the essential requirements of a good report writing? (7.5)
- b) Discuss the process and principles of technical writing. (5)

UNIT-III

- Q5 Write a job application and draft your resume for the post of developer in an MNC (12.5)

OR

- Q6 "Listening is an art". Justify the statement by enlisting the Principles of Good Listening. (12.5)

UNIT-IV

- Q7 Explain Kinesics and Proxemics, Paralanguage and Interpersonal Skills with examples. (12.5)

OR

What are the basic rules of business etiquette? Discuss the manners you would observe while receiving and making calls on telephone. (12.5)

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