

END TERM EXAMINATION

FIRST SEMESTER [BCA] JANUARY 2024

Paper Code: BCA-109

Subject: Technical Communication

Time: 3 Hours

Maximum Marks: 60

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

Q1. Write short notes on the following (Any Five):

(4x5=20)

- (a) Nature and features of technical communication.
- (b) Computer aided technical communication.
- (c) Minutes of the meeting
- (d) Job application
- (e) Professional personality
- (f) Paralanguage

UNIT-I

- Q2. (a) Explain the process of communication. Discuss the need and importance of communication in the present times. (5)
- (b) You are the head of XYZ Pvt Ltd. How would you ensure that there are no barriers to your communication with your subordinates? (5)

- Q3. (a) Discuss the seven Cs of communication giving suitable examples. (5)
- (b) What are the different channels of communication? Explain giving suitable examples. (5)

UNIT-II

- Q4. You are the Deputy Manager of a leading organization. You have been assigned duty of organizing:
- (a) Group Discussion (5)
 - (b) Meetings (5)
- Briefly discuss how you would plan for the above-mentioned events.

- Q5. (a) You have to appear for an interview in a Multinational Company. How would you prepare for it? (5)
- (b) Mr Sharma is the HR Manager of the same Multinational Company. What are the points he has to keep in mind while interviewing the different candidates? (5)

UNIT-III

- Q6. (a) What is meant by 'style' in technical communication? (2)
- (b) Elaborate upon the key features of 'style' giving suitable examples. (4)
- (c) Draft an application for the post of Software Engineer at XYZ Consultancy. (4)

Q7. Discuss the following:

- (a) Report writing (5)
- (b) Proposal writing (5)

UNIT-IV

- Q8. Elaborate the role and importance of the following in the communication process:
- (a) Kinesics (5)
 - (b) Proxemics (5)

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Q9. (a) Why are good interpersonal skills important at the workplace? (2)

(b) Correct the following sentences (any eight):

(1x8=8)

- (i) My father will happy if I do well in exams.
- (ii) She introduced himself by told his name.
- (iii) When you told her the incident?
- (iv) She and I known each other since school days.
- (v) I'm believing what you're saying about Mohan.
- (vi) My best friend has left this town last year for higher studies.
- (vii) I'm following these blogs for 2 years.
- (viii) He is having many pens in his pen stand.
- (ix) They will buy a new car if the price come down.
- (x) She is hard working than her friends.

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