

(Please write your Exam Roll No.)

Exam Roll No. 30321402014

END TERM EXAMINATION

FIRST SEMESTER [BCA] DEC.2014- JAN.2015

Paper Code: BCA103

Subject: Technical Communication

(Batch: 2011 onwards)

Time : 3 Hours

Maximum Marks :75

Note: Attempt any five questions including Q.no.1 which is compulsory.
Select one question from each unit.

Q1 Attempt **any five** of the following:- (5x5=25)

- (a) Write a short note on business etiquettes.
- (b) Significance of feedback in the process of communication.
- (c) Write a short note on types of Noise and its significance.
- (d) Discuss the advantages and disadvantages of Written Communication over oral communication.
- (e) Explain the various types of Interview.
- (f) Planning and organizing a meeting.

UNIT-I

Q2 What is the significance of communication? Discuss the seven principles of communication. (12.5)

Q3 Differentiate between formal and informal communication. (12.5)

UNIT-II

Q4 Explain styles of technical writing. Describe the wholistic guide of technical writing. (12.5)

Q5 Draft your resume and write a job application for the post of placement officer in an educational institute. (12.5)

UNIT-III

Q6 What are the principles of effective oral communication? What are the advantages and disadvantages of oral communication? (12.5)

Q7 What are the different types of interview? Give some guidelines to prepare for an interview for summer internship in a software firm. (12.5)

UNIT-IV

Q8 Explain Kinesics and Proxemics. (12.5)

Q9 How to improve language skills? With examples explain proper use of tenses. (12.5)
