

MCA-106: Technical Communication
Master of Computer Applications
Semester-I, Examination Nov-Dec-2017

Time: 03 Hours

Max Marks: 70

Attempt all the questions. Answers with spelling mistakes and grammatical errors will be marked down.

Q.No.1: Explain ANY TWO of the following:

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1. Decoding
2. Grapevine
3. Horizontal Communication
4. Proxemics
5. Para Language

Q.No.2: The following statements are either true or false; write TRUE (T) or FALSE (F) in the brackets against each:

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1. Sender, encoding, medium, decoding and feedback are all the elements that make the communication complete. (_____)
2. "The basic objective of all communication is to obtain an understanding response." (_____)
3. No one can be held responsible for informal communication. (_____)
4. Communication in an organization is multi-directional. (_____)
5. Oral Communication is more effective without proper listening. (_____)
6. Sign language cannot be a complete substitute for verbal communication in all cases. (_____)
7. Face is the index of the mind. (_____)
8. An interviewee should prepare, have proper appearance, should show interest, answer all questions, and be courteous. (_____)
9. Office circulars are used to inform employees about changes in working hours, to invite applications for promotion test/interviews, to insist on punctuality, to invite suggestions and so on. (_____)

create concrete

Q.No.3: As a student Academic Secretary of the Department of Computer Science, write a notice for all the teaching staff & students to attend a lecture to be delivered by Dr. John Meakins on New Developments in Computer Programming on January 4, at 3:00 PM in the Conference Room of the Department. The Letter is on behalf of the Head of the Department.

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OR

Satish Dawan is clerk in the Bank of the Hindustan Ltd. He is known for being irregular in the office. Fed up with this practice S.C. Bhatia, the Section Officer, writes a Memo to him with the warning to mend his ways or else disciplinary action along with deduction in his salary will be made.

Q.No.4: Briefly mention the 7 C's that make effective writing.

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Q.No.5: Rewrite the following sentences without changing the meaning.

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1. He was ill. He came to play (Rewrite as one sentence beginning with 'despite').

2. When the sun rises, the birds leave their nests. (Change into a compound sentence).
3. Give him a glass of water. (Change into passive voice).
4. He is not hungry. He is not thirsty. (Combine the sentences with neither...nor).
5. Go slow work in progress. (Put a comma at the appropriate place).

Q.No.6: Rewrite the following sentences after making necessary correction:

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1. He asked me what was my name.
2. Bhagat Singh was one of the bravest revolutionary of the country.
3. She does not know cooking, doesn't she?
4. I met an University Professor at the gate.
5. The trader deals with garments.

Q.No.7: Do as directed:

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1. Endeavour (Substitute with a simple word).
2. In the near future (Shorter Substitute).
3. Effect completion (Remove a camouflaged verb with a simple one).
4. Corpse (Use saxon word for this Romance word).
5. My personal opinion (Use simple word for this double entry word).

Q.No.8: Use appropriate preposition given in the bracket.

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1. He agreed _____ my proposal. (with, to)
2. The work should be done in accordance _____ the rules. (to, with)
3. Scientists are always in search _____ true principles. (for, of)
4. Sachin is superior _____ Virat Kohli in craftsmanship. (than, to)
5. The matter is being looked _____. (into, up)

Q.No.9: Make a precis of the given passage in about one-third of its length in your own language. Give a Title to it.

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The tourism revolution which started in full measure 50 years ago has not run its course. There are several reasons for taking a long term optimistic view of tourism. First, the increase in leisure time in industrialized societies; paid holidays which were introduced as social welfare measure have now become an accepted feature not only in industrialized countries but also in many developing countries. The length of paid holidays has increased. The working week, both in public and private sectors, has come down to 40 hours, spread over 5 days. Tourism has become a preeminent form of recreation for the younger people. This is reflected in the increase in travel in the age group of 18 to 25 years. Second, the rise in literacy and educational standards. Third, better health care has made it possible for retired persons above 60 years, to undertake travel for pleasure. Fourth, the increase in discretionary incomes in real terms in the last twenty years, partly due to two income families with fewer children. Tourism is highly susceptible to income elasticity. Many research studies have established that increase in income level in real terms results in increase in propensity for travel. And lastly, taking vacation, generally, twice a year, has become a way of life in modern societies. (215 Words)