

GUJARAT TECHNOLOGICAL UNIVERSITY

BCA/MCA INTEGRATED – SEMESTER I- EXAMINATION –WINTER-2024

Subject Code: BC01001071

Date: 04/01/2025

Subject Name: Communication Skills

Time:10:30 AM TO 01:00 PM

Total Marks: 70

Instructions:

1. Attempt all questions.
2. Make Suitable assumptions wherever necessary.
3. Figures to the right indicate full marks.
4. Use of simple calculators and non-programmable scientific calculators are permitted.

- Q.1** (a) What is Technical Communication? Explain process of communication in brief. **07**
(b) List out Visual aids for technical communication. How to using visual aids contribute for the effective communication? **07**
- Q.2** (a) Define presentation. Discuss any 7 strategies to make effective presentation. **07**
(b) What is interview? Explain types of interview in detail. **07**
- OR**
- (b) Differentiate press conferences and media interview. **07**
- Q.3** (a) Discuss importance of body language during group discussion as a part of interview selection process. **07**
(b) Discuss different forms of group communication in detail. **07**
- OR**
- Q.3** (a) Discuss resume writing guidelines and explain in detail. **07**
(b) Write a short note on symposia and seminar. **07**
- Q.4** (a) Write a complaint letter to company manager of CROMA to return damaged Television and to get refund. **07**
(b) Write a short note on structure of report. **07**
- OR**
- Q.4** (a) Define report. Explain types of reports in detail. **07**
(b) Write a short note on prewriting. **07**
- Q.5** (a) Discuss positive and negative impacts of technology based communication. **07**
(b) What are Homophones and idioms? Write any 5 Homophones and Explain idioms with example. **07**
- OR**
- Q.5** (a) Discuss factors to select appropriate technology for technical communication **07**
(b) Which are the common errors in English? How to avoid those mistakes? **07**
