

P – 6149

B. C. A. (Third Semester)

EXAMINATION, Nov./Dec., 2014

Paper – 304

COMMUNICATION TECHNIQUES

Time : Three Hours

Maximum Marks : 80

Minimum Pass Marks : 32

Note– Attempt *all* questions. Each question carries equal marks.

Unit – I

1. Correct the following sentences– $8 \times 2 = 16$
- (i) He play the football very well.
 - (ii) You both were played very good.
 - (iii) He will able to do the work, he is use to it.
 - (iv) This is one of the biggest tower that has ever been seen.
 - (v) Have either of you ever been up in an aeroplane ?

P.T.O.

- (vi) You, I and he are going for movie.
- (vii) He is a champion of champion.
- (viii) Last year they start building a new block of flat.

Or

- (a) Why does the communication skill is important for technical people. 8
- (b) Describe the common errors in writing and speaking of the language. 8

Unit - II

2. (a) What do you understand with effective listening ? What are the various mode to make listing effective ? 8
- (b) Differentiate between general and technical writing styles. 8

Or

- (a) Discuss the meaning and purpose of comprehension skills giving some useful hints for improving there skills. 10
- (b) Describe the guidelines for good writing skill. 6

Unit - III

4. (a) Discuss the role of body language for effective and impressive communication. 8
- (b) Discuss the qualities of a good speaker. 8

Or

- (a) What is presentation ? Discuss the difference between a general speech and a technical presentation. 8
- (b) List the important points to be considered for good audience. What is the role of contents in the speech ? 8

Unit - IV

5. (a) Differentiate between the following— 8
- (i) Conference and seminar
- (ii) Discussion and meeting.
- (b) What do you understand with group discussion ? As a group leader how can you make discussion more effective and likely ? 8

Or

- (a) Discuss the role of planning and organization for preparing the presentation. 8
- (b) Describe the import issues to conduct and participating in a official meeting. 8

Unit - V

6. (a) What are the attributes of a good CV ? Give a specimen of a properly framed your resume. 8
- (b) What are the various audio-visual aids used in presentation ? Point out the strengths and weaknesses of OHP. Giving suggestions to make presentation more effective. 8

Or

- (a) Differentiate between the following— 12
- (i) Reports and summary
 - (ii) Proposal and synopsis
 - (iii) Letter and draft.
- (b) Discuss the use of computer for preparing the technical document. 4