

ROLL No:

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Total number of pages: | |  
Total number of questions: 06

B.C.A. 3<sup>rd</sup> Sem

## TECHNICAL ENGLISH

Subject Code: BHUMO-106

Paper ID:

Time allowed: 3 Hrs

Max Marks: 60

### Important Instructions:

- All questions are compulsory
- Assume any missing data
- Additional instructions, if any

### PART A (2×10)

Q. 1. Short-Answer Questions:

All COS

- Define Non-verbal communication?
- What are the components of E-mail?
- What is Telephonic interview?
- What is Presentation?
- Explain the relationship between Employee and Employer?
- What are the different ways to improve listening?
- Give any two Pro's and Con's of Internet?
- What is Business English?
- What is the purpose of reading skill?
- What is formal communication?

### PART B (8X5)

Q. 2 What is Technical Communication? What are your roles as communicator?

CO1

OR

(b) Explain any two essential skills for effective communication?

Q. 3 What are the points we should consider while making a telephone conversation?

CO2

OR

(b) With winter approaching, you intend to purchase electric heaters for your office at Safdarganj Road, New Delhi. Assuming yourself to

be maintenance officer of Ubiquitor Technologies Pvt. Ltd., New Delhi, Write a letter of enquiry to West World Appliances and Equipment, Mumbai, seeking information about the availability and price of the product.

Q. 4 Do as directed :

CO3

- (i) The warning \_\_\_\_ (come) from climate scientists who were predicting future environment conditions. (fill in the blanks with suitable form of the verb given in the bracket)
- (ii) \_\_\_\_ visitors truly admired \_\_\_\_ sunset (fill in the blanks with suitable article.)
- (iii) One who writes poetry. (one word substitutes.)
- (iv) His college principle could not change his view on life. (rewrite the sentence)
- (v) \_\_\_\_ the introduction \_\_\_\_ modern aircrafts, passengers will be exposed to an altitude of 8000 feet. (use suitable preposition.)
- (vi) Advise, Advice (use these words in sentences of your own meaning.)
- (vii) Ram said, "I was going home ." (Change the narration )
- (viii) The guard refused his admittance. (Change the voice)

OR

b) What is resume? describe its content with illustration?

Q. 5 What is Multimedia? How to use in your Powerpoint Presentation? CO4

OR

b) What is kinesics and Proxemics explain in detail?

Q. 6 What is interview? How do you prepare for a job interview?

CO5

OR

(b) Give the advantages and limitations of telephone answering machine?