

(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)

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