

Roll No.

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Total No. of Pages : 02

Total No. of Questions : 18

M.Sc.(IT)/MCA/PGDCA (2019 Batch) (Sem.-1)

TECHNICAL COMMUNICATION

Subject Code : PGCA-1905

M.Code : 76975

Time : 3 Hrs.

Max. Marks : 70

INSTRUCTIONS TO CANDIDATES :

1. SECTION-A is COMPULSORY consisting of TEN questions carrying TWO marks each.
2. SECTION - B & C have FOUR questions each.
3. Attempt any FIVE questions from SECTION B & C carrying TEN marks each.
4. Select atleast TWO questions from SECTION - B & C.

SECTION-A

Attempt all questions :

1. What is circular?
2. Define E-mail.
3. Write two barriers to effective communication.
4. Define technical writing.
5. Explain Extempore.
6. Define the term technical communication.
7. Define the term technical writing.
8. What is non-verbal communication?
9. What is ROBO?
10. What is the importance of conference?

SECTION-B

11. a) What is effective communication? Explain with the help of suitable example.
b) Explain the essentials of effective communication along with 7 C's and other principles.
12. What is technical paragraph writing? Discuss the descriptive and imaginative writing.
13. Write a technical letter to the newspaper editor regarding printing mistakes in the newspaper atleast in two different formats.
14. Explain Shannon's model of communication.

SECTION-C

15. Write the (at least 2) difference between the following :
 - a) Press release and newsletters
 - b) Dissertation and thesis
16. Write a technical proposal to government of India for the grant of high school. Explain it with instruction manuals with technical descriptions.
17. Define verbal communication and its importance. Discuss different presentation techniques and its benefits with example.
18. What is group discussion? Discuss the importance of group discussion and how it is helpful in interviews.

NOTE : Disclosure of Identity by writing Mobile No. or Making of passing request on any page of Answer Sheet will lead to UMC against the Student.