

Roll No.

Total No. of Pages : 02

Total No. of Questions : 09

MCA (Sem.-1)
TECHNICAL COMMUNICATION

Subject Code : PGCA-1905

M.Code. : 79039

Date Examination : 18-05-2023

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

1. Write short notes on :

- a) What is the process of communication?
- b) What is emotional barrier to communication?
- c) Name the 7Cs.
- d) What is grapevine?
- e) What do you mean by communication flow?
- f) What is a resume?
- g) What is extempore?
- h) What is index?
- i) What is primary Bibliography?
- j) What is plagiarism?

SECTION-B

2. Define Communication. Discuss in detail, the functions of communication.
3. What do you mean by Networks? Explain the importance of networks.
4. Write a descriptive paragraph on Your Graduation Ceremony.
5. **Write a precis of the following:**

There is an enemy beneath our feet—an enemy more deadly for his complete impartiality. He recognizes no national boundaries and no political parties. Everyone in the world is threatened by him. The enemy is the Earth itself. When an earthquake strikes, the world trembles. The power of a quake is greater than anything man himself can produce. But today scientists are directing a great deal of their effort into finding some way of combating earthquakes and perhaps at some time shortly, mankind will have discovered a means of protecting itself from earthquakes. An earthquake strikes without warning. When it does, its power is immense. If it strikes a modern city, the damage it causes is as great as if it has struck a primitive village. Gas mains burst, explosions are caused and fires are started. Underground railways are wrecked. Buildings collapse, bridges fall, dams burst and gaping crevices appear in busy streets.

SECTION-C

6. Draft a newsletter for your college activities this month, include at least five activities.
7. Write a memo for the accounts branch reprimanding them to prepare the accounts ledger in a proper and flawless manner.
8. Enumerate and explain the effective presentation techniques.
9. What are the basic essentials of Group discussion? Also discuss the don'ts of Group discussion.

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