

Roll No.

Total No. of Pages : 02

Total No. of Questions : 09

M.Sc.(Computer Science) (2019 & Onwards) (Sem.–1)

TECHNICAL COMMUNICATION

Subject Code : MSC-105

M.Code : 70891

Time : 3 Hrs.

Max. Marks : 60

INSTRUCTIONS TO CANDIDATES :

1. SECTIONS-A, B, C & D contains TWO questions each carrying TEN marks each and students has to attempt any ONE question from each SECTION.
2. SECTION-E is COMPULSORY consisting of TEN questions carrying TWENTY marks in all.

SECTION-A

1. a) Differentiate external and internal communications.
b) What is meant by informal communication? Explain.
2. Discuss the following for the technical communication:
a) Posture and Gestures
b) Multi-cultural Communication

SECTION-B

3. a) What are the factors affecting reading and listening skills? Explain.
b) Discuss the purpose of listening. Also explain different ways for developing effective listening habit.
4. a) What are different principles and barriers to listening? Explain.
b) Why training-eye and training-mind are important for effective reading? Explain.

SECTION-C

5. a) What are different disadvantages of oral communication? Explain.
b) Discuss the method for preparing and holding meetings.
6. a) What are different ways to hold group communication through committees? Explain.
b) How formal communication at a conference is carried out? Explain.

SECTION-D

7. a) What is meant by Request letter? Why is it required? Explain.
b) What are sales letters? Explain by taking suitable example.
8. Explain the following :
 - a) Agenda
 - b) Office Order

SECTION-E

9. **Write briefly :**
 - a) Comment on ethical communication.
 - b) Name any two essentials of business communication.
 - c) What is meant by verbal communication?
 - d) What are thought patterns?
 - e) What is the purpose of effective reading?
 - f) Discuss briefly about factors affecting reading.
 - g) What is ambiguity avoidance?
 - h) What is meant by Resignation letter?
 - i) How newsletter differs from Circular?
 - j) Enlist different types of reports.

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.