**Roll No.** ☐☐☐☐☐☐☐☐☐☐☐

**Total No. of Pages : 02**

**Total No. of Questions : 09**

### M.Sc.(IT) (2016 to 2019)  (Sem.–1)
# TECHNICAL COMMUNICATION
### Subject Code : MSIT-105
### M.Code : 72521

**Time : 3 Hrs.**  **Max. Marks : 60**

**INSTRUCTION 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

Ql.   Explain different functions of technical communication.

Q2.   Discuss 7 C's of effective communication.

## SECTION-B

Q3.   What are various rules followed for making efficient Precise Writing? Explain.

Q4.   Describe the format for business letter by taking suitable example.

## SECTION-C

Q5.   Discuss in detail the step-by-step procedure for writing a research paper.

Q6.   What is the importance of indices in technical writings? Discuss the format for bibliography.

## SECTION-D

Q7.   What are various norms used for making verbal presentation effective? Explain.

Q8.   How the use of Internet assists in building technical communication skills? Explain.

**SECTION-E**

**Q9.** **Answer briefly :**

a. Discuss the importance of encoding in communication.

b. List any two major barriers to communication.

c. What is the importance of opening phrases in paragraph writing?

d. What is meant by term net-etiquettes?

e. Describe the formal structure of resume.

f. Discuss briefly the steps of writing technical proposals.

g. Name any two verbal communication skills to build rapport.

h. Discuss any two rules to conduct healthy Group Discussion.

i. Illustrate the use of M.S. Word in technical writings.

j. What are Word-templates?

**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**.