

Roll No.

Total No. of Pages : 02

Total No. of Questions : 09

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

TECHNICAL COMMUNICATION

Subject Code : PGCA-1905

M.Code : 76975

Date of Examination : 19-01-2023

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. Answer the following :

- a) Email
- b) Advantages of speaking skills.
- c) Extempore.
- d) About the preparation techniques for an interview.
- e) Art of public speaking.
- f) Memo.
- g) Two uses of Technical Reports.
- h) Importance of Conference.
- i) Net Etiquettes.
- j) Bibliography.

SECTION-B

2. What is Communication? What are the functions of Communication?
3. What is the process of communication? Explain Shannon & Weaver's model of communication.
4. What is non-verbal communication? Explain in detail the types of non-verbal communication.
5. Write a paragraph on 'Importance of Higher Education'.

SECTION-C

6. Explain Technical Proposals, Research Papers, Dissertation & Thesis, Technical Reports.
7. Explain the 4 Ps of Presentation along with examples.
8. What is GD? Explain Do's & Don'ts for an effective group discussion?
9. What do you understand by the term 'Interview'? What are the different kinds of interviews? Write down the tips for an effective interview.

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.