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Total No. of Pages: 02
Total No. of Questions: 09

M.C.A. (Sem.-1st)
TECHNICAL COMMUNICATION
Subject Code: MCA-105
Paper ID: [B0132]

Time: 3 Hrs.

Max. Marks: 60

INSTRUCTIONS TO CANDIDATE:

1. *Attempt one question from each Section A, B, C, D carrying 10 marks.*
2. *Section-E is compulsory.*

SECTION–A

- Q1. (a) What is effective communication? Explain with the help of suitable example. (10)
(b) Explain the essentials of effective communication along with 7C's and other principles.
- Q2. What is technical communication? Discuss the different functions of communication.(10)

SECTION–B

- Q3. Write a technical letter to the newspaper editor regarding printing mistakes in the newspaper atleast in two different formats. (10)
- Q4. (a) What do you mean by basic technical writing? How it is important in technical communication. (10)
(b) Write a paragraph using imaginative writing skills. Explain the importance of precise writing, reading and comprehension.

SECTION–C

- Q5. Write the (atleast) difference between the following: (10)
a) Memos and reports.
b) Press release and newsletters
c) Dissertation and thesis
d) References and bibliography
- Q6. Write a technical proposal to government of India for the grant of high school. Explain it with instruction manuals with technical descriptions. (10)

SECTION-D

- Q7. Define verbal communication and its importance. Discuss different presentation techniques and its benefits with example. (10)
- Q8. What is group discussion? Discuss the importance of group discussion and how it is helpful in interviews. (10)

SECTION-E

- Q9. (a) What is circular? (10x2=20)
- (b) Define E-mail.
- (c) Write two barriers to effective communication
- (d) Define technical writing?
- (e) Explain net etiquettes?
- (f) Define the term technical communication?
- (g) Define the term technical writing?
- (h) What is non-verbal communication?
- (i) What is technical proposal?
- (j) What is the importance of conference?

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