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

TECHNICAL COMMUNICATION

Subject Code : PGCA-1905

M.Code : 76975

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. What is an extempore?

    b. Define an E-mail.

    c. Write two barriers to effective communication.

    d. Define Technical Writing.

    e. What is research paper?

    f. What are Memos?

    g. What is dissertation?

    h. Explain the difference between reference and bibliography.

    i. Define Instruction Manuals.

    j. What is Adobe frame maker?

SECTION-B

2. Define Communication. Explain Weaver's model of communication.

3. What is a non-verbal communication? Explain with the help of an example. Discuss the different barriers of communication.

4. Explain the essential and important parameters of paragraph writing. Explain descriptive and imaginative paragraph writing with suitable examples.

5. Write a paragraph using imaginative writing skills. Explain the importance of precise writing, reading and comprehension.

SECTION-C

6. Write the (**atleast two**) difference between the following:

   a. Circular and notices

   b. Resume writing and technical proposals

7. Write a technical proposal to government of India for new business set up. (Create index, references and bibliography).

8. How presentation techniques are useful in verbal communication? Explain in context of extempore and conferences.

9. What is verbal communication? Write the significance of verbal communication in technical communication. How it is useful for meetings? Justify your answer with suitable example.

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.