

Roll No.

Total No. of Pages : 02

Total No. of Questions : 09

MCA (Sem.-1)
TECHNICAL COMMUNICATION

Subject Code : PGCA-1905

M.Code. : 79039

Date Examination : 21-06-2024

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. Write short notes on :

- a) Email
- b) Communication
- c) Listening vs Hearing
- d) Workshop
- e) Presentation
- f) Precise
- g) Newsletter
- h) Report writing
- i) Non-Verbal Communication
- j) Thesis.

SECTION-B

2. What is communication process? What is the role of feedback in this process?
3. What are the essentials of communication?
4. Write a Paragraph on '*Online resources and E-learning.*'
5. Write a letter to a dealer complimenting about the product you purchased from him.

SECTION-C

6. What is an interview? What should be done in order to project a positive image for an Interview?
7. What are the Research Papers, Dissertation, Thesis and Technical Reports?
8. What are the important presentation techniques to be followed while undertaking a presentation?
9. What do you understand by Resume writing? Draft a sample resume of a fresh graduate.

NOTE : Disclosure of Identity by writing Mobile No. or Marking of passing request on any paper of Answer Sheet will lead to UMC against the Student.

www.allsubjects4you.com