

B.C.A Semester - 1 (CBCS) Examination
Oct/Nov. -2019 (OLD COURSE)
TECHNICAL COMMUNICATION SKILL (CORE)

Time: 2:30 Hours**Marks: 70****Instructions:**

1. All questions are compulsory.
 2. Figures to the right indicate marks.
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- Q-1** **(A) Answer the following in one line** **(04)**
- (1) Give one definition of Communication.
 - (2) What is Correctness?
 - (3) Showing Thumb is an example of _____.
 - (4) What is Feedback?
- (B) Answer the following in brief (Any one)** **(02)**
- (1) Elaborate Informal Communication.
 - (2) Explain the process of communication.
- (C) Answer the following question (Any one)** **(03)**
- (1) How can we use Technology for Communication?
 - (2) Explain Conciseness.
- (D) Answer the following in detail (Any one)** **(05)**
- (1) Write a note on Eye contact.
 - (2) Discuss Language barriers in communication process.
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- Q-2** **(A) Answer the following in one line** **(04)**
- (1) Define Research.
 - (2) Define Memo.
 - (3) How do we write date in American style?
 - (4) Which information is provided in heading of report?
- (B) Answer the following in brief (Any one)** **(02)**
- (1) Why is report written?
 - (2) What are the demerits of Oral Communication?
- (C) Answer the following question (Any one)** **(03)**
- (1) Discuss various parts of letter.
 - (2) Discuss various parts of report.
- (D) Answer the following in detail (Any one)** **(05)**
- (1) Draft an application for the position of clerk in children welfare organization.
 - (2) Draft a Resume for above position.
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- Q-3** **(A) Answer the following in one line** **(04)**
- (1) Why is Meeting important in business?
 - (2) What is Telephonic Interview?
 - (3) What is Oral communication?
 - (4) Give any one skill necessary for presentation.
- (B) Answer the following in brief (Any one)** **(02)**
- (1) How can one improve his oral communication?
 - (2) What is Agenda?

- (C) Answer the following question (Any one)** (03)
- (1) Describe disadvantages of meeting.
 - (2) Discuss Power point presentation.
- (D) Answer the following in detail (Any one)** (05)
- (1) What are the tips for cracking interview?
 - (2) Discuss the role of body language in presentation.
- Q-4 (A) Answer the following in one line** (04)
- (1) What is listening?
 - (2) Announcement on Railway Station is listening or hearing?
 - (3) Define Negotiation.
 - (4) Give one example of barrier in listening.
- (B) Answer the following in brief (Any one)** (02)
- (1) Who can be a good listener?
 - (2) Who can be a good speaker?
- (C) Answer the following question (Any one)** (03)
- (1) Discuss Bargaining and Implementation.
 - (2) Describe the Principles of listening.
- (D) Answer the following in detail (Any one)** (05)
- (1) Which factors do influence Negotiation?
 - (2) What are the Barriers in Listening process?
- Q-5 (A) Answer the following in one line** (04)
- (1) The _____ of Species is a book by Darwin. (Oranges, Origin)
 - (2) Oh my God! That was a good hit by Stokes. (find preposition)
 - (3) What is your _____ name? (collage, college)
 - (4) He in does run morning fast not the. (make the sentence)
- (B) Answer the following in brief (Any one)** (02)
- (1) What are Interpersonal skills?
 - (2) Write a note on Para language.
- (C) Answer the following question (Any one)** (03)
- (1) What are Business Manners?
 - (2) Give three examples of suffix.
- (D) Answer the following in detail (Any one)** (05)
- (1) Describe Kinesics.
 - (2) Explain any one Proverb in English.
