

B.Sc.(IT) 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) |
| | <ol style="list-style-type: none">1. What is communication?2. Define Concreteness.3. Give one example of body language.4. Who is sender? | |
| Q.1 (B) | Answer the following in brief: (any one) | (02) |
| | <ol style="list-style-type: none">1. Explain Formal communication.2. Explain the process of communication. | |
| Q.1 (C) | Answer the following questions: (any one) | (03) |
| | <ol style="list-style-type: none">1. What is the importance of communication for Technocrat?2. Explain Completeness. | |
| Q.1 (D) | Answer the following questions: (any one) | (05) |
| | <ol style="list-style-type: none">1. Write a note Non-verbal communication.2. Discuss Physical barriers in detail. | |
| Q.2(A) | Answer the following in one line: | (04) |
| | <ol style="list-style-type: none">1. Define Research.2. Define Memo.3. Why do we write Persuasive letter?4. Give any one essential requirement of good report. | |
| Q.2(B) | Answer the following in brief:(any one) | (02) |
| | <ol style="list-style-type: none">1. What is the Role of Technical Writing?2. Explain Business Report. | |
| Q.2(C) | Answer the following question:(any one) | (03) |
| | <ol style="list-style-type: none">1. Explain Format of Report.2. Explain Proposal. | |
| Q.2(D) | Answer the following in detail:(any one) | (05) |
| | <ol style="list-style-type: none">1. Write an application for the post of Data Operator in Ganesh Jobs.2. Draft a resume for above Position. | |
| Q.3(A) | Answer the following in one line: | (04) |
| | <ol style="list-style-type: none">1. What is Presentation?2. What is interview?3. What is Oral communication?4. What is Meeting? | |
| Q.3 (B) | Answer the following in brief:(any one) | (02) |
| | <ol style="list-style-type: none">1. What are the Medias Oral Communication?2. What is the role of planning in organizing Meeting? | |

- Q.3 (C) Answer the following question:(any one) (03)
1. Discuss advantages of Oral communication.
 2. Discuss Power point presentation.
- Q.3 (D) Answer the following in detail:(any one) (05)
1. What are the guidelines for Interview?
 2. Explain advantages and disadvantages of Project Presentation.
- Q.4(A) Answer the following in one line: (04)
1. Define Listening.
 2. Define Hearing.
 3. What is Negotiation?
 4. Give one example of speaking.
- Q.4(B) Answer the following in brife:(any one) (02)
1. Make a list of qualities of good Listener.
 2. What factors do affect Negotiation?
- Q.4(C) Answer the following questions:(any one) (03)
1. How can One improve his oral communication?
 2. Explain the Process of Listening.
- Q.4(D) Answer the following in detail:(any one) (05)
1. Discuss the process of Negotiation.
 2. What are the Barriers in Listening process?
- Q.5(A) Answer the following in one line: (04)
1. What _____ you _____ from me in this matter? (do + expect)
 2. Lets _____ the moment of victory. (celebration, celebrated, celebrate)
 3. Like. (add prefix in this word)
 4. Please don't climb _____. (up, on, in)
- Q.5(B) Answer the following in brife:(any one) (02)
1. Explain Kinesics.
 2. Explain Proxemics.
- Q.5(C) Answer the following questions:(any one) (03)
1. Discuss Para Language.
 2. Write a note on Business Etiquettes.
- Q.5(D) Answer the following in deatil:(any one) (05)
1. What is the role of English in Business?
 2. Write a note on Noun.
