

B.C.A Semester - 1 (CBCS) Examination
Feb/Mar. -2021 (OLD COURSE)
TECHNICAL COMMUNICATION SKILL (CORE)

Time: 1:30 Hours**Marks: 42****Instructions:**

1. Figures to the right indicate marks.
2. There are five questions in the question paper.
3. Answer any three of the following questions.

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| Q.1(A) | Answer the following questions in one sentence. | (04) |
| | <ol style="list-style-type: none">1. Explain the types of verbal communication?2. Define the term "Message".3. How "Communication is a two way process"? Justify in one sentence.4. Define the term "Encoding". | |
| Q.1(B) | Attempt any one from the following. | (02) |
| | <ol style="list-style-type: none">1. How leadership is important in Communication?2. Explain coordination as a role of Communication. | |
| Q.1(C) | Write a short note from the following. (any one) | (03) |
| | <ol style="list-style-type: none">1. Audio Signals.2. Visual Signals. | |
| Q.1(D) | Attempt any one from the following. | (05) |
| | <ol style="list-style-type: none">1. Difference between oral and written communication.2. Explain with example the Communication process. | |
| Q.2(A) | Answer the following questions in one sentence. | (04) |
| | <ol style="list-style-type: none">1. "Written communication is a type of verbal communication". True or False?2. "Gestures are used in written Communication". Is this true or false?3. Define the term Telegram.4. Define the term report. | |
| Q.2(B) | Attempt any one from the following. | (02) |
| | <ol style="list-style-type: none">1. Essential requirements for good report writing.2. Explain letter style and schematic style report. | |
| Q.2(C) | Write a short note from the following. (any one) | (03) |
| | <ol style="list-style-type: none">1. Outward structure of the Business Letter.2. Disadvantages of written Communication. | |
| Q.2(D) | Attempt any one from the following. | (05) |
| | <ol style="list-style-type: none">1. Write a sales letter for the newly launched cell phone in market highlighting its salient features.2. Write an application for the post of a computer lab teacher. | |
| Q.3(A) | Answer the following questions in one sentence. | (04) |
| | <ol style="list-style-type: none">1. Define the term "Gesture".2. Give the definition of "Posture".3. What is Interview?4. Define the term "Brevity". | |
| Q.3(B) | Attempt any one from the following. | (02) |
| | <ol style="list-style-type: none">1. Explain Don'ts for facing interviews.2. Importance of interview? | |
| Q.3(C) | Write a short note from the following. (any one) | (03) |
| | <ol style="list-style-type: none">1. Features of good presentation.2. Advantages of Face-to-face communication. | |

- Q.3(D) Attempt any one from the following. (05)
1. What are the advantages and disadvantage of oral communication?
 2. What is the planning and preparation before presentation?
- Q.4(A) Answer the following questions in one sentence. (04)
1. What is the meaning of term Negotiation.
 2. What is the Meaning of active Listening?
 3. What is empathic Listening?
 4. Define the term Speaking.
- Q.4(B) Attempt any one from the following. (02)
1. What are the Environmental barriers of listening? Explain with an example.
 2. Define critical Listening.
- Q.4(C) Write a short note from the following. (any one) (03)
1. Barriers of listening.
 2. What are the Strategies to improve public speaking?
- Q.4(D) Attempt any one from the following. (05)
1. Explains Negotiation Process.
 2. Explain types of listening.
- Q.5(A) Answer the following Questions in one Sentence. (04)
1. Define the term Kinesics.
 2. Define the term proxemics.
 3. Please sit _____ the table when you eat. (insert suitable preposition)
 4. Mira _____ when I called her up. ('study')
- Q.5(B) Attempt any one from the following. (02)
1. Make words with the following prefixes:
(A) Un_____ (B) multi_____
 2. Make words with the following suffixes.
(A) _____ish (B) _____able
- Q.5 (C) Attempt any one from the following. (03)
1. How does Body Language affect the communication process?
 2. Explain the advantages of Para Language?
- Q.5 (D) Attempt any one from the following. (05)
1. What is prepositions of time? Explain with suitable example.
 2. Fill in the blanks.
(A) Is the bus _____ time? (in, on)
(B) Clothes are sold _____ the meter. (With, By)
(C) A smile costs nothing, but it _____ much. (create, creates)
(D) Give the past form of the following verbs.
(1) run (2) sing
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