

B.Sc.(IT) 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)
1. How many types of space exist in space language?
 2. Define the term “communication”.
 3. List out the types of verbal communication.
 4. Para language is non-verbal communication. Is it true or false?
- Q.1(B) Attempt any one from the following. (02)
1. What are the characteristics of written communication?
 2. Discuss word stress in communication.
- Q.1(C) Attempt any one from the following. (03)
1. Discuss the importance of feedback in communication.
 2. Why is clarity necessary for good communication?
- Q.1(D) Attempt any one from the following. (05)
1. What is communication process?
 2. What are the seven C’S for good communication? Explain in brief.
- Q.2(A) Answer the following questions in one sentence. (04)
1. What is a report?
 2. Written communication is more flexible than oral communication. Is it true or false?
 3. Give the full form of C.V.
 4. What is telex?
- Q.2(B) Attempt any one from the following. (02)
1. What is attention line in Business Letter. Explain.
 2. How far written Communication is Convenience? Justify.
- Q.2(C) Attempt any one from the following. (03)
1. What is the process of preparing a report? Explain.
 2. What are the merits of Written Communication?
- Q.2(D) Attempt any one from the following. (05)
1. Write a sales letter for fully automatic “Ghar Ghanti” newly launched in market.
 2. Draft a report on the installation of computers in your company.
- Q.3(A) Answer the following questions in one sentence. (04)
1. Define the term Presentation.
 2. Which is the biggest advantage of oral communication?
 3. Which aspects should be avoided during the interview?
 4. Define the term Presentation. When does oral communication take place?
- Q.3(B) Attempt any one from the following. (02)
1. Explain Do’s for facing interviews.
 2. Explain Don’ts for facing interviews.
- Q.3(C) Write a short note from the following. (any one) (03)
1. Limitations of oral Communication.
 2. Visual Aids used in presentation.
- Q.3(D) Attempt any one from the following. (05)
1. Define the term “interview” and Explain Purpose of Interview.
 2. What is “you Attitude”?

- Q.4(A) Answer the following questions in one sentence. (04)
1. Define the term Negotiation.
 2. What is the Meaning of Listening?
 3. Define the term Critical Listening.
 4. Define the term Speaking.
- Q.4(B) Attempt any one from the following. (02)
1. What do you mean by the Environmental barrier of listening? Explain with an example.
 2. Explains Empathic Listening.
- Q.4(C) Write a short note from the following. (any one) (03)
1. Barriers to effective public speaking.
 2. Strategies to improve oral communication.
- Q.4(D) Attempt any one from the following. (05)
1. Explains Negotiation Process.
 2. What are the factors that can influence Negotiation Process?
- Q.5(A) Answer the following questions in one sentence. (04)
1. Define the term Kinesics.
 2. Define the term Proxemics.
 3. What is a conjunction?
 4. What is an interjection?
- Q.5(B) Attempt any one from the following. (02)
1. Explain two important parts of Surroundings for Non-Verbal communication.
 2. Give the past form of the following.
(1) Shake (2) Lie
- Q.5 (C) Attempt any one from the following. (03)
1. How does Body Language help in communication?
 2. What are the three limitations of Para Language?
- Q.5 (D) Attempt any one from the following. (05)
1. Explain the four types of Spaces in space language.
 2. Define the term "Preposition" and explain any four prepositions with suitable example.
