

B.C.A Semester - 1 (CBCS) Examination
Jan/Feb.-2022 (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. List out any types of nonverbal communication.
 2. What is verbal communication?
 3. Language is the medium of communication; hence it should be clear and understandable. True or False?
 4. What is space language in communication?
- Q.1(B) Attempt following questions. (Any one) (02)**
1. Define formal and informal communication.
 2. Be clear and Be Concise. Explain.
- Q.1(C) Attempt following questions. (Any one) (03)**
1. Explain verbal communication.
 2. Explain nonverbal communication.
- Q.1(D) Attempt following questions. (Any one) (05)**
1. Explain the communication Process in brief.
 2. Prepare a short note on Seven C's of communication.
- Q.2(A) Answer the following questions in one sentence. (04)**
1. What is academic report?
 2. What is business letters?
 3. What are the contents of resume?
 4. The full form of C.V is_____.
- Q.2(B) Attempt following questions. (Any one) (02)**
1. What are the contents of resume? Write in brief about each.
 2. Explain enclosure line in Business Letter.
- Q.2(C) Attempt following questions. (Any one) (03)**
1. What are the advantages of Written communication?
 2. Basic principles of technical writing.
- Q.2(D) Attempt following questions. (Any one) (05)**
1. Prepare a C.V. for the post of the computer Programmer with all the qualifications and skills required.
 2. Prepare a sales letter for newly launched Mobile phone in the market, highlighting its salient features.
- Q.3(A) Answer the following questions in one sentence. (04)**
1. Define the term interview.
 2. Define the term Presentation.
 3. What is oral communication?
 4. Use of electronic and visual aid in presentation, makes bad impression. True or False?
- Q.3(B) Attempt following questions. (Any one) (02)**
1. Explain merits of oral communication.
 2. Advantages of project presentation.

- Q.3(C) **Attempt following questions. (Any one)** (03)
1. Limitations of oral communication.
2. Explain different types of meetings.
- Q.3(D) **Attempt following questions. (Any one)** (05)
1. Explain visual presentation.
2. Guidelines for facing an interviewer.
- Q.4(A) **Answer the following questions in one sentence.** (04)
1. What is listening?
2. What is negotiation?
3. What is hearing?
4. What is the meaning of speaking?
- Q.4(B) **Attempt following questions. (Any one)** (02)
1. What are the environmental barriers of listening?
2. Explain listening for information.
- Q.4(C) **Attempt following questions. (Any one)** (03)
1. What skills do we need to negotiate?
2. What are the barriers of effective public speaking?
- Q.4(D) **Attempt following questions. (Any one)** (05)
1. Explain the process of negotiation in detail.
2. Strategies to improve listening and speaking skills.
- Q.5(A) **Answer the following questions in one sentence.** (04)
1. What is an adverb?
2. What is pronoun?
3. The paragraph is made of several sentences, conveying a single idea. True or False?
4. What is prefix?
- Q.5(B) **Attempt following questions. (Any one)** (02)
1. What is proxemics?
2. Define the term business etiquettes.
- Q.5(C) **Attempt following questions. (Any one)** (03)
1. Explain paralanguage.
2. Sentence structure and uses of Simple present tense.
- Q.5(D) **Attempt following questions. (Any one)** (05)
1. Explain sign Language.
2. Define the term verb, adverb, and adjectives. What is the difference among these three? explain with suitable examples.
