

B.C.A Semester - 1 (CBCS) Examination
Oct/Nov-2023 (Syllabus Year - 2016)
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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- Que.1(A) Answer the following questions in one sentence. (04)
1. What is communication?
 2. What is verbal communication?
 3. Give an example of communication channel.
 4. What is intrapersonal communication?
- Que.1(B) Attempt following questions. (Any one) (02)
1. Define formal and informal communication.
 2. What are the seven C's of communication?
- Que.1(C) Attempt following questions. (Any one) (03)
1. Write in brief about the Importance of communication.
 2. Explain verbal and nonverbal communication with examples.
- Que.1(D) Attempt following questions. (Any one) (05)
1. Explain Communication Process.
 2. Write a short note on seven C's of communication.
- Que.2(A) Answer the following questions in one sentence. (04)
1. What is academic report?
 2. What is good news letter?
 3. If all the contents of the letters are written left hand side, then which style is it?
 4. What is resume?
- Que.2(B) Attempt following questions. (Any one) (02)
1. What are the contents of C.V?
 2. What are the different types of business letters?
- Que.2(C) Attempt following questions. (Any one) (03)
1. What are the objectives of written communication?
 2. Demerits of Written communication.
- Que.2(D) Attempt following questions. (Any one) (05)
1. Write a job application for the post of Computer Teacher.
 2. Prepare an academic report on 'Independence day' celebrated in your college.
- Que.3(A) Answer the following questions in one sentence. (04)
1. What is executive summary?
 2. Define the term agenda.
 3. What is interview?
 4. What is oral communication?
- Que.3(B) Attempt following questions. (Any one) (02)
1. What are the different kinds of interviews?
 2. What are the advantages of oral communication?
- Que.3(C) Attempt following questions. (Any one) (03)
1. What is the importance of eye contact in interviews?
 2. Disadvantages of oral communication.
- Que.3(D) Attempt following questions. (Any one) (05)
1. Explain the advantages and disadvantages of Meetings.
 2. Write a short note on the distribution of time in Project presentation.

- Que.4(A) Answer the following questions in one sentence. (04)
1. What is active listening?
 2. What is negotiation?
 3. What is hearing?
 4. What is bargaining?
- Que.4(B) Attempt following questions. (Any one) (02)
1. What are the skills we need for negotiation?
 2. Explain the Process of listening.
- Que.4(C) Attempt following questions. (Any one) (03)
1. Explain strategies to improve presentation skills.
 2. Environmental barriers in listening.
- Que.4(D) Attempt following questions. (Any one) (05)
1. Write a short note on the process of negotiation.
 2. Discuss in detail the art and principles of listening.
- Que.5(A) Answer the following questions in one sentence. (04)
1. What are the different parts of speech?
 2. What is suffix?
 3. Define the term kinesics.
 4. What is adjective?
- Que.5(B) Attempt following questions. (Any one) (02)
1. What are the interpersonal skills?
 2. Define the term business etiquettes.
- Que.5(C) Attempt following questions. (Any one) (03)
1. Explain Idiomatic uses of prepositions with examples.
 2. Uses of Continuous Present Tense, and its sentence structure.
- Que.5(D) Attempt following questions. (Any one) (05)
1. What are the different ways to improve vocabulary?
 2. Corporate communication skills.
