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Total No. of Pages : 2

Total No. of Questions : 09

MCA (Sem.-1)
TECHNICAL COMMUNICATION
Subject Code : MCA-105 (2012 Batch)
Paper ID : [B0132]

Time : 3 Hrs.

Max. Marks : 100

INSTRUCTION TO CANDIDATES :

1. **SECTIONS-A, B, C & D** contains **TWO** questions each carrying **TWENTY** marks each and students has to attempt any **ONE** question from each **SECTION**.
2. **SECTION-E** is **COMPULSORY** carrying **TWENTY** marks in all.
3. Use of non-programmable **scientific calculator** is allowed.

SECTION-A

1. What is Effective communication? Discuss the Seven C's of Effective Communication.
2. What are the 8 key elements that are required for communication, or information transmission, to occur?

SECTION-B

3. a. Discuss the basic rules of precis writing.
b. Write a precis of the following and suggest a suitable title:

India has one of the largest and fastest growing economies in the world. Unfortunately it is also one of the poorest countries in the world. The main reason for this is large population. There has been strong growth in recent years as the government has made a concerted effort to improve the economic strength of the nation. There is however still a long way to go. There have certainly been areas of improvement. On one hand the country has a large high tech sector, while on the other hand there is a large percentage of the population still engaged in traditional small scale farming.

For many years the Indian economy struggled due to poor government policies. There were way too many regulations designed to limit foreign investment. There was also a great deal of red tape that had to be navigated if you wanted to start a business. This had a serious impact on the economy. In the early nineties the government decided that liberalizing

the economy would be the best way to encourage growth. In large part they have succeeded in doing this. Although agriculture still remains the largest industry in the country the growth has mainly been in the service and manufacturing sectors.

4. Write a letter to the dealer asking for a discount of ten percent for purchasing chairs for your office.

SECTION-C

5. Discuss the basic structure of a technical report. How are technical reports different from general reports?
6. Prepare a resume for applying for the post of technical manager in a software company.

SECTION-D

7. What are do's and don'ts of Effective Group discussion? If you are participating in group discussion and no one allows you to speak and almost half the time for group discussion is over, what strategy would you adopt to be a part of it?
8. What are Stress Interviews? When are they used? How are they different from other interviews?

SECTION-E

9. Write short notes on :
 - i. What is a memo?
 - ii. Write the format for writing a reference of a book.
 - iii. What is the purpose of abstract in report writing?
 - iv. What does the title page of a report contain?
 - v. Give two uses of technical reports.
 - vi. Give four important tips of precis writing.
 - vii. What is webliography?
 - viii. Write two advantages of extempore.
 - ix. What is body language?
 - x. What is an Appendix? Why is it added to report?