

**B.C.A Semester - 1 (CBCS) Examination**  
**Nov./Dec. -2018 (Old Course)**  
**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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- Q-1 (A) Answer the following Questions in one sentence. (04)
- (1) List out the types of non-verbal communication.
  - (2) What is communication?
  - (3) Space language is non-verbal communication. True or False?
  - (4) How many types of space exist in space language?
- (B) Attempt following questions. (Any one) (02)
- (1) Explain conciseness in brief.
  - (2) Explain correctness in brief.
- (C) Attempt following questions. (Any one) (03)
- (1) Explain Formal communication.
  - (2) Explain Informal communication.
- (D) Attempt following questions. (Any one) (05)
- (1) Explain communication process in brief.
  - (2) Explain seven C'S for good communication in brief.
- Q-2 (A) Answer the following Questions in one sentence. (04)
- (1) Define the term report.
  - (2) Define the term C.V.
  - (3) C.V. stands for \_\_\_\_\_.
  - (4) What is a resume?
- (B) Attempt following questions. (Any one) (02)
- (1) Explain Enclosure line in Business Letter.
  - (2) Explain process of preparing a report.
- (C) Attempt following questions. (Any one) (03)
- (1) What are the merits of Written Communication?
  - (2) What are the demerits of Written Communication?
- (D) Attempt following questions. (Any one) (05)
- (1) Write a sales letter for the newly launched computer in the market, highlighting its salient features.
  - (2) Write an application for the post of a lecturer in English.
- Q-3 (A) Answer the following Questions in one sentence. (04)
- (1) Define the term Presentation.
  - (2) When does oral communication take place?
  - (3) Define the term Interview.
  - (4) Which is the biggest advantage of oral communication?
- (B) Attempt following questions. (Any one) (02)
- (1) Explain Don'ts for facing interviews.
  - (2) Explain merits of oral communication.

- (C) Attempt following questions. (Any one) (03)
- (1) Purposes of interview.
  - (2) Limitations of oral Communication.
- (D) Attempt following questions. (Any one) (05)
- (1) Explain visual presentation.
  - (2) Explain “You Attitude”.
- Q-4 (A) Answer the following Questions in one sentence. (04)
- (1) Define the term Listening.
  - (2) What is the Meaning of Negotiation?
  - (3) What is the Meaning of Speaking?
  - (4) Define the term Critical Listening.
- (B) Attempt following questions. (Any one) (02)
- (1) Explain informational Listening.
  - (2) Explain Environmental barrier of listening.
- (C) Attempt following questions. (Any one) (03)
- (1) Barriers to effective public speaking.
  - (2) Strategies to improve presentation skills.
- (D) Attempt following questions. (Any one) (05)
- (1) Explain Negotiation process.
  - (2) What are the principles of good listening?
- Q-5 (A) Answer the following Questions in one sentence. (04)
- (1) Define the term adverb.
  - (2) Define the term adjective.
  - (3) What do you mean by Proxemics?
  - (4) What do you mean by kinesics?
- (B) Attempt following questions. (Any one) (02)
- (1) Explain two important of Surrounding for Non-verbal communication.
  - (2) Give the past from of the following.
    - (i) Beat (ii) Creep
- (C) Attempt following questions. (Any one) (03)
- (1) How does Space Language help in communication?
  - (2) Explain Para Language.
- (D) Attempt following questions. (Any one) (05)
- (1) Explain Sign language.
  - (2) Define the term “Conjunctions” and explain it with suitable example.

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