

B.Sc.(IT) 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 in one line. (04)
- (1) How can you define Communication?
 - (2) Define Correctness.
 - (3) Define non Verbal communication?
 - (4) Give an example of Physical barrier.
- (B) Answer the following in brief. (Any One) (02)
- (1) Discuss the process of Communication in detail.
 - (2) What is the difference between Formal and Informal communication?
- (C) Answer the following question. (Any One) (03)
- (1) Describe Channels to communication in detail.
 - (2) Discuss types of Communication.
- (D) Answer the following question. (Any One) (05)
- (1) Discuss Psychological barriers of communication.
 - (2) Discuss types of Communication.
- Q-2 (A) Answer the following in one line. (04)
- (1) Define Memo.
 - (2) Draw the format of Block letter.
 - (3) What is Salutation in the letter?
 - (4) What is Sales letter?
- (B) Answer the following in brief. (Any One) (02)
- (1) Discuss demerits of Oral communication.
 - (2) Why is Report given much importance in industries?
- (C) Answer the following question. (Any One) (03)
- (1) Elaborate Medias of Oral communication in brief.
 - (2) What are the objectives of Good letters?
- (D) Answer the following question. (Any One) (05)
- (1) Draft a Job application for the post of Software Engineer in MNC.
 - (2) Prepare a report on 'Water Day Celebration' organized by your college.
- Q-3 (A) Answer the following in one line. (04)
- (1) Define interview.
 - (2) Debate is an example of _____ communication.
 - (3) Write one objective behind a Meeting.
 - (4) What is Job interview?
- (B) Answer the following in brief. (Any One) (02)
- (1) Describe advantages of Meeting.
 - (2) What should interviewee keep in mind before facing interview?

- (C) Answer the following question. (Any One) (03)
- (1) What are principles of Oral communication?
 - (2) What is role of Time management in Project presentation?
- (D) Answer the following question. (Any One) (05)
- (1) Discuss the process of making Project Presentation.
 - (2) Write a short note on Campus interview.
- Q-4 (A) Answer the following in one line. (04)
- (1) What is listening?
 - (2) What is hearing?
 - (3) What is Negotiation?
 - (4) Give one example of hearing.
- (B) Answer the following in brief. (Any One) (02)
- (1) What is the importance of listening in corporate field?
 - (2) Compare listening and hearing.
- (C) Answer the following question. (Any One) (03)
- (1) How is the process of listening?
 - (2) List out the affecting factors for negotiation
- (D) Answer the following in detail. (Any One) (05)
- (1) What are the characteristics of good listener?
 - (2) What are the barriers in listening? Discuss.
- Q-5 (A) Answer the following in one line. (04)
- (1) The monopoly of Britishers _____ to divide and rule. (were, was)
 - (2) Somnath _____ by Sardar Patel. (reconstructed, had reconstructed, was reconstructed)
 - (3) Exercise is good for health. (Identify underlined part of speech)
 - (4) We love your _____. (to manage)
- (B) Answer the following in brief. (Any One) (02)
- (1) Explain Facial expression.
 - (2) What is the role of Pronunciation in communication?
- (C) Answer the following question. (Any One) (03)
- (1) Write a short note on Verb.
 - (2) Discuss Color as a part of non verbal communication.
- (D) Answer the following in detail. (Any One) (05)
- (1) What kind of qualities is required to be a good leader?
 - (2) Write a short note on Business etiquettes.
