

B.Sc.(IT) 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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Que. 1.

- A. Answer the following in one line. (4)
1. What is communication?
 2. What is verbal communication?
 3. Give an example of physical barrier?
 4. What is channel in communication process?
- B. Answer the following in brief. (Any one) (2)
1. What is the difference between verbal and nonverbal communication?
 2. What is intrapersonal and interpersonal communication?
- C. Answer the following questions. (Any one) (3)
1. What are the factors for growing importance of communication?
 2. What are the different types of communication?
- D. Answer the following questions. (Any one) (5)
1. Write a short note on Barriers of communication.
 2. The seven C's of communication. Explain each.

Que. 2.

- A. Answer the following in one line. (4)
1. What is signature line in letter?
 2. What are the formats of letter writing?
 3. What is technical writing?
 4. What is sales letter?
- B. Answer the following in brief. (Any one) (2)
1. What is office memorandum? Explain.
 2. What are the contents of job application?
- C. Answer the following questions. (Any one) (3)
1. Explain report writing and its types.
 2. What are the objectives of good letters?
- D. Answer the following questions. (Any one) (5)
1. Write an academic report on 'Independence Day' celebrated in your college.
 2. Write a job application for the post of Computer Lab assistant in Computer Science College.

Que. 3.

- A. Answer the following questions in one line. (4)
1. What is interview?
 2. What are different kinds of meeting?
 3. Maintaining eye contact is essential in oral communication. True or False?
 4. What is oral communication?
- B. Answer the following in brief. (Any one) (2)
1. Advantages of oral communication.
 2. What is visual presentation?
- C. Answer the following questions. (Any one) (3)
1. What are the principles of effective oral communication?

2. Describe the distribution of time in project presentation.

- D. Answer the following questions.(Any one) (5)
1. Advantages and disadvantages of Project presentation.
 2. Advantages and disadvantages of oral communication.

Que. 4.

- A. Answer the following questions. (4)
1. Listening podcasts can improve our_____skill.
 2. What is negotiation?
 3. What is bargaining?
 4. What are the different types of listening?
- B. Answer the following in brief. (Any one) (2)
1. What are the environmental barriers of listening?
 2. What are the skills required for public speaking?
- C. Answer the following questions. (Any one) (3)
1. Explain in brief the negotiation process.
 2. What are the principles of oral communication?
- D. Answer the following questions. (Any One) (5)
1. Write a short note on Barriers in listening.
 2. Describe in detail the process of negotiation.

Ques. 5.

- A. Answer the following questions. (4)
1. What is adjective?
 2. Once upon a time there_____King Midas. (live, lived)
 3. Possible(Make opposite using prefix)
 4. Walking is the best exercise. (Identify the underlined Parts of speech)
- B. Answer the following questions in brief.(Any one) (2)
1. What is paralanguage?
 2. What is verb? What are its different types?
- C. Answer the following questions. (Any one) (3)
1. Define tenses, and its kinds.
 2. Discuss nonverbal communication.
- D. Answer the following questions. (Any one) (5)
1. Write a short note on business etiquettes.
 2. What is business English? How is it different from English? Explain.
