

B.C.A Semester - 1 (CBCS) Examination
Nov/Dec - 2022 (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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Que. 1.

- A. Answer the following questions in one sentence. (4)**
1. What is communication?
 2. What is nonverbal communication?
 3. What is the role of a language in communication process?
 4. What is interpersonal communication?
- B. Attempt following questions. (Any one) (2)**
1. Define verbal and nonverbal communication.
 2. Explain correctness in brief.
- C. Attempt following questions. (Any one) (3)**
1. Write in brief about the Importance of communication.
 2. Explain formal and informal communication.
- D. Attempt following questions. (Any one) (5)**
1. Explain the communication Process in brief.
 2. Write a short note on barriers and aid to communication.

Que. 2.

- A. Answer the following questions in one sentence. (4)**
1. What is report?
 2. What is sales letter?
 3. If all the contents of the letters are written left hand side, then which style is it?
 4. What is the full form of C.V?
- B. Attempt following questions. (Any one) (2)**
1. What are the contents of a business letters? Write in brief about each.
 2. Write in brief about career objective in C.V.
- C. Attempt following questions. (Any one) (3)**
1. Merits of Written communication
 2. Contents of a business reports.
- D. Attempt following questions. (Any one) (5)**
1. Write a job application for the post of Web developer.
 2. Write a short note on Business report.

Que. 3.

- A. Answer the following questions in one sentence. (4)**
1. Define the term Meeting.
 2. Define the term Presentation.
 3. What is oral communication?
 4. Which is the biggest advantage of oral communication?
- B. Attempt the following questions. (Any one) (2)**
1. Explain merits of Interview.
 2. Disadvantages of project presentation.
- C. Attempt the following questions. (Any one) (3)**
1. Limitations of Interviews.
 2. Limitations of oral communication.
- D. Attempt the following questions. (Any one) (5)**
1. Explain visual presentation.
 2. Importance of gesture and posture in an interview.

Que. 4.

- A. Answer the following questions in one sentence. (4)**
1. What is listening?
 2. What is negotiation?
 3. What is critical listening?
 4. What is bargaining?
- B. Attempt the following questions. (Any one) (2)**
1. What are the factors that can influence negotiation?
 2. Explain informational listening.
- C. Attempt the following questions. (Any one) (3)**
1. Explain strategies to improve presentation skills.
 2. Environmental barriers in listening.
- D. Attempt the following questions. (Any one) (5)**
1. Explain the process of negotiation in detail.
 2. Discuss in detail types and importance of listening.

Que. 5.

- A. Answer the following questions in one sentence. (4)**
1. What is noun?
 2. What is verb?
 3. Define the term kinesics.
 4. What is conjunction?
- B. Attempt the following questions. (Any One) (2)**
1. What is paralanguage?
 2. Define the term business etiquettes.
- C. Attempt the following questions. (Any one) (3)**
1. Uses and Importance of punctuation marks.
 2. Sentence structure and uses of Simple past tense.
- D. Attempt the following questions. (Any one) (5)**
1. Explain sign Language.
 2. Define the term parts of speech and explain each parts of speech with suitable examples.
