

B.Sc.(IT) 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 in one line. (4)**
1. What is formal communication?
 2. What is verbal communication?
 3. Define correctness.
 4. What is channel in communication process?
- B. Answer the following in brief. (Any one) (2)**
1. What is the difference between upward and downward communication?
 2. What is the difference between formal and informal communication?
- C. Answer the following questions. (Any one) (3)**
1. What are the barriers of communication?
 2. What are the different channels of communication?
- D. Answer the following questions. (Any one) (5)**
1. Write a short note on Communication Models and theories.
 2. The seven C's of communication. Explain each.

Que. 2.

- A. Answer the following in one line. (4)**
1. Define the term salutation in letters
 2. What is business letters?
 3. What is technical writing?
 4. Define Memo.
- B. Answer the following in brief. (Any one) (2)**
1. What are the merits of written communication?
 2. What is business report?
- C. Answer the following questions. (Any one) (3)**
1. Explain sales letters.
 2. Elaborate Medias of Oral communication.
- D. Answer the following questions. (Any one) (5)**
1. Write an academic report on 'Teachers' day' celebrated in your college.
 2. Write a job application for the post of Sales Manager in Multi National Company.

Que. 3.

- A. Answer the following questions in one line. (4)**
1. What is Job interview?
 2. What is meeting?
 3. Write one objective behind a Meeting.
 4. What is oral communication?
- B. Answer the following in brief. (Any one) (2)**
1. Advantages of oral communication.
 2. What should interviewee keep in mind before facing an Interview?
- C. Answer the following questions. (Any one) (3)**
1. What are the different kinds of meetings?
 2. Describe the role of electronic media in project presentation.

D. Answer the following questions. (Any one) (5)

1. Advantages and disadvantages of Project presentation.
2. Advantages and disadvantages of Meetings.

Que. 4.

A. Answer the following questions. (4)

1. What is listening?
2. What is negotiation?
3. What is bargaining?
4. What are the barriers in listening?

B. Answer the following in brief. (Any one) (2)

1. What are the physical barriers of listening?
2. What skills do we need for negotiation?

C. Answer the following questions. (Any one) (3)

1. Explain in brief the principles of good listening.
2. List out the factors affecting factors for negotiation.

D. Answer the following questions. (Any One) (5)

1. What are the characteristics of good listener?
2. Write a short note on Negotiation process.

Ques. 5.

A. Answer the following questions. (4)

1. What is parts of speech?
2. Define adjective.
3. What is pronoun?
4. What is prefix?

B. Answer the following questions in brief. (Any one) (2)

1. What is the role of pronunciation in communication?
2. Explain facial expression.

C. Answer the following questions. (Any one) (3)

1. Define noun and discuss its types.
2. What is paralanguage?

D. Answer the following questions. (Any one) (5)

1. Write a short note on business etiquettes.
2. Write a short note on ways to improve vocabulary.
