

**B.Sc.(IT) Semester - 1 (CBCS) Examination**  
**Oct/Nov-2023 (Syllabus Year - 2016)**  
**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. (04)
1. What is communication?
  2. What is informal communication?
  3. Define the term encoding.
  4. Define the term feedback.
- Que.1(B) Answer the following in brief. (Any one) (02)
1. What are the different stages of communication process?
  2. What are the different channels of communication?
- Que.1(C) Answer the following questions. (Any one) (03)
1. What are the essentials of good communication?
  2. What is the difference between verbal and nonverbal communication?
- Que.1(D) Answer the following questions. (Any one) (05)
1. Write a short note on the barriers of communication.
  2. Write a short note on The Seven C's of communication.
- Que.2(A) Answer the following in one line. (04)
1. Define the term subject in letters.
  2. What is technical writing?
  3. Name the different styles of letters writing.
  4. Define the term business letter.
- Que.2(B) Answer the following in brief. (Any one) (02)
1. What are the demerits of written communication?
  2. Differentiate between solicited and unsolicited Job applications.
- Que.2(C) Answer the following questions. (Any one) (03)
1. Write in brief on different types of reports.
  2. What are the basic principles of technical writing?
- Que.2(D) Answer the following questions. (Any one) (05)
1. Write a report on 'Independence Day' celebrated in your college.
  2. Write a job application letter for the post of Computer programmer in an IT company.
- Que.3(A) Answer the following in one line. (04)
1. What is oral communication?
  2. What are the different types of interviews?
  3. What is structured interview?
  4. What is meeting?
- Que.3(B) Answer the following in brief. (Any one) (02)
1. Disadvantages of oral communication.
  2. What is project presentation?
- Que.3(C) Answer the following questions. (Any one) (03)
1. What are the different kinds of meetings?
  2. What are the different kinds of interviews? Write in brief about each.
- Que.3(D) Answer the following questions. (Any one) (05)
1. Write a short note on the distribution of time in project presentation.
  2. Advantages and disadvantages of oral communication.

- Que.4(A) Answer the following in one line. (04)
1. Define listening.
  2. What is negotiation?
  3. What is bargaining?
  4. What are the barriers in listening?
- Que.4(B) Answer the following in brief. (Any one) (02)
1. Explain the process of listening.
  2. What skills do we need for negotiation?
- Que.4(C) Answer the following questions. (Any one) (03)
1. Explain in brief the barriers of listening.
  2. List out the factors affecting negotiation.
- Que.4(D) Answer the following questions. (Any one) (05)
1. Prepare a detailed note on the strategies to improve oral presentation.
  2. Write a short note on Negotiation process.
- Que.5(A) Answer the following in one line. (04)
1. What is noun?
  2. Define kinesics.
  3. What is conjunction?
  4. Define the term paralanguage. s
- Que.5(B) Answer the following in brief. (Any one) (02)
1. Write in brief about proxemics.
  2. Mention any five business etiquettes.
- Que.5(C) Answer the following questions. (Any one) (03)
1. Define the term Verb. Discuss its types with appropriate examples.
  2. What are the various ways to improve spellings?
- Que.5(D) Answer the following questions. (Any one) (05)
1. Business etiquettes.
  2. What is business English? How is it different from English? Explain.

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