

B.C.A Semester - 1 (CBCS) Examination
July-2025 (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. (04)**
- 1) Define the term feedback.
 - 2) What is communication?
 - 3) Who encodes the message in the process of communication?
 - 4) What is interpersonal communication?
- Que-1(B) Attempt the following questions. (Any one) (02)**
- 1) Define verbal and nonverbal communication.
 - 2) What are the characteristics of written communication?
- Que-1(C) Attempt the following questions. (Any one) (03)**
- 1) Write in brief about the Importance of communication.
 - 2) Discuss the importance of Feedback.
- Que-1(D) Attempt the following questions. (Any one) (05)**
- 1) Explain the communication Process in brief.
 - 2) Write a short note on the 7 C's of communication.
- Que-2(A) Answer the following questions in one sentence. (04)**
- 1) What is business letter?
 - 2) What is salutation in letters? Give an example.
 - 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?
- Que-2(B) Attempt the following questions. (Any one) (02)**
- 1) What are the contents of a business letters? Write in brief about each.
 - 2) What are the demerits of written communication?
- Que-2(C) Attempt the following questions. (Any one) (03)**
- 1) Merits of Written communication
 - 2) What are the different types of reports?
- Que-2(D) Attempt the following questions. (Any one) (05)**
- 1) Write a job application for the post of Web developer.
 - 2) Write a report on 'Independence Day' celebrated in your college.
- Que-3(A) Answer the following questions in one sentence. (04)**
- 1) What are the different types of interviews?
 - 2) Define the term 'Meeting'.
 - 3) Define the term 'Presentation'.
 - 4) What is oral communication?
- Que-3(B) Attempt the following questions. (Any one) (02)**
- 1) Disadvantages of oral communication.
 - 2) What is grooming?
- Que-3(C) Attempt the following questions. (Any one) (03)**
- 1) Limitations of Interviews.
 - 2) Role of body language in oral communication.

- Que-3(D) Attempt the following questions. (Any one) (05)**
1) Write a short note on the distribution of time in presentation.
2) Importance of gesture and posture in an interview.
- Que-4(A) Answer the following questions in one sentence. (04)**
1) What is listening?
2) What is speaking?
3) What is critical listening?
4) What are the different types of listening?
- Que-4(B) Attempt the following questions. (Any one) (02)**
1) Explain Empathic Listening.
2) What skills do we need for negotiation?
- Que-4(C) Attempt the following questions. (Any one) (03)**
1) Barriers to effective public speaking.
2) Environmental barriers in listening.
- Que-4(D) Attempt following questions. (Any one) (05)**
1) Prepare a detailed note on the strategies to improve oral presentation.
2) Discuss in detail types and importance of listening.
- Que-5(A) Answer the following questions in one sentence. (04)**
1) Define Adjective.
2) What is noun?
3) Define the term 'kinesics'.
4) What is interjection?
- Que-5(B) Attempt the following questions. (Any one) (02)**
1) What is suffix? Give examples.
2) Define the term 'business etiquettes'.
- Que-5(C) Attempt the following questions. (Any one) (03)**
1) Uses and Importance of punctuation marks.
2) Explain Simple Present Tense with examples.
- Que-5(D) Attempt the following questions. (Any one) (05)**
1) Business etiquettes.
2) Explain the four types of Spaces in space language.
