

END TERM EXAMINATION

FIRST SEMESTER [BCA] DECEMBER 2024

Paper Code: BCA-109

Subject: Technical Communication

Time: 3 Hours

Maximum Marks: 60

Note: Attempt all questions as directed. Internal choice is indicated.

- Q1 Attempt **any Four** of the following questions: (4x5=20)
- a) Computer aided technical communication.
 - b) Process and ways of greetings and handling telephone calls.
 - c) Digital communication
 - d) Group Discussion and JAM Session
 - e) Steps in preparation of resume writing.
 - f) Importance of Report writing
 - g) Non Verbal Communication- Kinesics and Proxemics
 - h) How to frame sentences and construct paragraph by improving spellings, errors.

Q2 What do you mean by technical communication? Explain its need and importance in communication. (10)

OR

Q3 What is the difference between general and technical communication? What are the reasons for the necessity and significance of technical communication in today's professional environment? (10)

Q4 Explain the seven C's of communication with flow chart. Explain the features of technical communication. (10)

OR

Q5 Explain the types of technical communication? How does language serve as an essential tool for communication in various contexts? (10)

Q6 What do you mean by Interview? Explain its types and Interview styles (10)

OR

Q7 Define Meeting. Explain its kinds with its advantages and disadvantages. (10)

Q8 Explain technical writing and what are its various styles and characteristics? (10)

OR

Q9 What methods can be utilized to cultivate a more advanced command of English, emphasizing the importance of vocabulary enhancement and thoughtful word choice? (10)

P-1/1



(Please write your Exam Roll No.)

Exam Roll No. 746

END TERM EXAMINATION

FIRST SEMESTER [BCA] DECEMBER 2024

Paper Code: BCA-141T

Subject: Writing Skills

Time: 3 Hours

Maximum Marks: 60

Note: Attempt all questions as directed. Internal choice is indicated.

Q1 Attempt Any Four of the following questions: (4x5=20)

- Define Technical Writing and state its features.
- State the difference between long and short reports.
- Memo vs Letter
- What is a covering letter? Sketch a sample for covering letter.
- What is a proposal? Explain its features.
- Explain the elements of a dissertation.
- Define Kinesics.
- Explain kinds of sentences with their examples.

Q2 State the differences between technical and general writing in detail. Also explain the principles of technical writing. (10)

OR

Q3 Explain the below: (10)

- Adverbs and its kinds
- Conjunctions and its kinds

Q4 Write a letter of complain for the defective washing machine you recently purchased from Balaji Stores, Delhi. Also write a letter of apology for the same. (10)

OR

Q5 What is a report? Explain the elements of a formal report. (10)

Q6 What is thesis? Write in detail the Features of thesis. (10)

OR

Q7 What is a dissertation? Explain its features and elements. (10)

Q8 Write a resume for the post of Software Developer with an experience of 5 years. (10)

OR

Q9 Explain the difference between a resume and a Curriculum Vitae. State the Do's and Don'ts while writing a resume. (10)

P-1/1

