

# END TERM EXAMINATION

FIRST SEMESTER [BCA] FEBRUARY 2023

Paper Code: BCA-109

Subject:- Technical Communication

Time: 3 Hours

Maximum Marks: 75

Note: Attempt five questions in all including Q.No.1. which is compulsory.  
Select one questions from each unit.

- Q1. Write short notes of the following (any five): (5x5=25)
- (a) Define Technical Communication. Explain any one of the Technical Communication Skills.
  - (b) Write down the features of communication.
  - (c) While introducing yourself to an individual, what are the things to be kept in mind?
  - (d) What is group discussion? State the techniques for conducting group discussions.
  - (e) Define Note Making and state its advantages.
  - (f) What is interpersonal skill? How do you develop them?

## UNIT-I

- Q2. What is communication? State the need and importance of communication (12.5)
- Q3. (a) Explain the various characteristics of language. (6.5)  
(b) Elaborate on computer-aided technical communication. (6.0)

## UNIT-II

- Q4. Define oral communication and list out the principles of effective oral communication. (12.5)
- Q5. Define interview and state the most essential factors to be considered when preparing for an interview. (12.5)

## UNIT-III

- Q6. Explain report writing and show how to make a quality report appealing and easy to skim. (12.5)
- Q7. (a) Clarify various steps involved in writing an application letter. (6.5)  
(b) Write a sample application letter showing your interest to join in the position of marketing associate for XYZ company. (6.0)

## UNIT IV

- Q8. (a) What is Paralanguage? Elaborate. (6.5)  
(b) Explain Kinesics and Proxemics. (6.0)
- Q9. List out some of the common errors and misappropriation in English. (12.5)

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