

# END TERM EXAMINATION

FIRST SEMESTER [BCA] JANUARY 2024

Paper Code: BCA-109

Subject: Technical Communication

Time: 3 Hours

Maximum Marks: 60

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

- Q9. (a) Why are good interpersonal skills important at the workplace? (2)  
 (b) Correct the following sentences (any eight): (1x8=8)
- (i) My father will happy if I do well in exams.
  - (ii) She introduced himself by told his name.
  - (iii) When you told her the incident?
  - (iv) She and I known each other since school days.
  - (v) I'm believing what you're saying about Mohan.
  - (vi) My best friend has left this town last year for higher studies.
  - (vii) I'm following these blogs for 2 years.
  - (viii) He is having many pens in his pen stand.
  - (ix) They will buy a new car if the price come down.
  - (x) She is hard working than her friends.

- Q1. Write short notes on the following (Any Five): (4x5=20)
- (a) Nature and features of technical communication.
  - (b) Computer aided technical communication.
  - (c) Minutes of the meeting
  - (d) Job application
  - (e) Professional personality
  - (f) Paralanguage
- Q2. (a) Explain the process of communication. Discuss the need and importance of communication in the present times. (5)  
 (b) You are the head of XYZ Pvt Ltd. How would you ensure that there are no barriers to your communication with your subordinates? (5)
- Q3. (a) Discuss the seven Cs of communication giving suitable examples. (5)  
 (b) What are the different channels of communication? Explain giving suitable examples. (5)

### UNIT-II

- Q4. You are the Deputy Manager of a leading organization. You have been assigned duty of organizing:
- (a) Group Discussion (5)
  - (b) Meetings (5)
- Briefly discuss how you would plan for the above-mentioned events.
- Q5. (a) You have to appear for an interview in a Multinational Company. How would you prepare for it? (5)  
 (b) Mr Sharma is the HR Manager of the same Multinational Company. What are the points he has to keep in mind while interviewing the different candidates? (5)

### UNIT-III

- Q6. (a) What is meant by 'style' in technical communication? (2)  
 (b) Elaborate upon the key features of 'style' giving suitable examples. (4)  
 (c) Draft an application for the post of Software Engineer at XYZ Consultancy. (4)

Q7. Discuss the following:

- (a) Report writing (5)
- (b) Proposal writing (5)

### UNIT-IV

- Q8. Elaborate the role and importance of the following in the communication process:
- (a) Kinesics (5)
  - (b) Proxemics (5)

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