

(Please write your Exam Roll No.)

Exam Roll No. 06521402011

END TERM EXAMINATION



FIRST SEMESTER [BCA] DECEMBER-2011

Paper Code: BCA103

Subject: Technical Communication

Time : 3 Hours

(Batch 2011) Maximum Marks :75

Note: Attempt any five questions. All questions carry 15 marks each.

- Q1 Mention the various methods of overcoming barriers to communication.
- Q2 An International Airline has invited applications for some vacancies of air hostesses. Write an application for one such post giving full details to the Personnel Manager.
- Q3 Under what circumstances will you, as a manager, prefer written communication over oral communication?
- Q4 What type of reports are short reports? Discuss different types in detail (All kinds).
- Q5 Explain the various steps involved in planning a Presentation.
- Q6 Describe various methods which can help in improving listening ability.
- Q7 Explain the role of 'AIDA' strategy in Persuasive Writing.
- Q8 Write notes on **any two** of the following:-
- (a) Completeness of message
 - (b) Clarity of thought
 - (c) Courtesy
