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NBC-205

(Following Paper ID and Roll No. to be filled in your Answer Book)

PAPER ID : 194405

Roll No.

M.C.A. (Dual Degree)
(SEM-II) THEORY EXAMINATION 2014-15
PROFESSIONAL COMMUNICATION

Time : 3 Hours]

[Total Marks : 100

Note: Attempt all questions. All questions carru equal marks.

1. Attempt any four parts of the following: 5×4=20
 - a) Paragraph writing is an art. Define and discuss.
 - b) What do you mean by a report ? Mention its key characterstics .
 - c) Define communication and Mention any two reasons for intrapersonal barriers to communication.
 - d) Write a note on the significance of Footnotes in research.

- e) Apply for the post of Manager (Sales & Promotion) in a firm that deals in Language Lab software. Furnish your resume.
- f) What is the importance of technical communication for any professional organisation? What are the desired steps to promote it?

2. Attempt any two parts of the following: $10 \times 2 = 20$

- a) Throw light on the ways, on how to overcome communication barriers.
- b) Enumerate the merits and demerits of upward communication.
- c) Write short notes on the following:
 - i) Difference between research paper and scientific article.
 - ii) D.O. letter and personal letter
 - iii) Paralinguistic and its uses.
 - iv) Language as a tool of communication.

3. Attempt any two parts of the following: $10 \times 2 = 20$

- a) Describe in brief presentation techniques or methods of delivery.

- b) Explain briefly the chronological method of writing.
- c) Put forward your views on philosophy as a mother of all sciences.

4. Attempt any two parts of the following: $10 \times 2 = 20$

- a) What do you mean by technical communication? Differentiate between technical communication and general communication.
- b) Define the importance of communication. How far do you agree that feedback is significant in communication?
- c) What are the requisites of good sentence writing in a technical paper?

5. Attempt any two parts of the following: $10 \times 2 = 20$

- a) Comment on the difference between technical writing and general purpose written communication. Support your answer with concrete examples.
- b) What are the different modes of business communication? Discuss in detail.
- c) What do you mean by 'Report'? Mention the characteristics of a business report.