

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

PAPER ID :**Roll No.**

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M.C.A. (DUAL DEGREE)

Theory Examination (Semester-II) 2015-16

PROFESSIONAL COMMUNICATION

Time : 3 Hours

Max. Marks : 100

SECTION-A

Q1. Attempt all question parts

(10 x 2 = 20)

- What are the functions of introduction in a presentation?
- What is horizontal communication and where it takes place?
- What are the levels of communication?
- Give the check list that should be applied before producing a draft for review.
- Prepare a list with bullet points using simpler words to describe "to get to university on time for a 9.00am lecture".
- What are the golden rules on words and expressions to avoid during technical writing?
- Write down few words that are commonly misspelt.
- What are the forms of technical letters?
- Explain the importance of body language during presentation.
- Give an example showing the importance of brevity of a sentence that removes redundancy.

SECTION-B

Q2. Attempt any five question parts

(5X10=50)

- Elaborate the importance and uses of modern communication devices.
- What do you mean by Report? Elaborate the significance, structure, style and writing of a business report with examples.
- Describe the desirable and non-desirable behavior of an interviewee while facing an interview.
- Summarize the key points with simple sentences applying the mechanics of writing in the essay by M.E.Prior "The Aims of Science and the Humanities"
- Enumerate the main objectives of communication in a organization.
- Give guidelines to be adopted for effective reading.
- What are the main barriers to communication?
- Enumerate the main objectives of communication in a organization.

SECTION C

Attempt any two of the following

(15X2=30)

Q3. Attempt the following

- Elaborate the important points to practice good technical writing stating examples for each.
- What are the methods of developing a sentence and a paragraph? Explain.

Q4. Attempt the following

- Write a letter to Sales Manager of any chemical supplier asking him to supply the following chemicals of the mentioned quantity: 4 Sulphuric acid 500ml bottle, Copper Sulphate (200g), Methyl red (5g) and Sodium Hydroxide (500g).
- Write a short resume for the post of R&D Engineer in Dell at Bangalore.

Q5. Write a paragraph on any **one** of the topics

- Global Warming
- Role of RTI Act in eradicating corruption in India
- Explain how philosophy functions as the mother of sciences