

CODE: 17CF52101

MCA I Year I Semester Regular Examinations, December 2017

TECHNICAL COMMUNICATION SKILLS

Time: 3 hours

Max Marks: 60

Answer all **five** units. (5 x 12 = 60 Marks)

UNIT-I

1. Define reading skills? Can reading news paper daily enhance your vocabulary? Give reasons to support your answer.

OR

2. What is the importance of Technical Communication in the present scenario? What are the challenges faced by Technical Communicators?

UNIT-II

3. Nonverbal communication is more important than verbal communication- Discuss.

OR

4. Write dialogues to the following conversations.

- a) Develop a conversation among three persons to buy a New Year gift at a shopping mall.
b) Develop a conversation between doctor and a patient who is suffering from fever.

UNIT-III

5. What are the differences between spoken and written communication?

OR

6. Describe the importance of Art of Condensation, summarizing and paraphrasing with reference to communication skills?

UNIT-IV

7. What are the steps involved in making presentations? How can you make a successful Technical presentation?

OR

8. What are the types of presentations? What are the techniques to handle stage freight?

UNIT-V

9. What are the frequent questions asked in the interview? What are the tips to get success in interview?

OR

10. Prepare feasibility report basing on the following hints.

Setting up a fertilizer company in the suburbs of Krishna district- surrounded by many acres of agriculture land- growing commercial crops like rice, sugar, banana and wheat- demand for fertilizers- good income source- good man power- small capital to invest.
