(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

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