

Mar.

F.Y.B.Sc. IT - Sem I - A.T.K.T Exam '202

(2½ Hours)

Technical Communication

[Total Marks: 75]

Skills, - 23.3.23

N. B.: (1) All questions are compulsory.

(2) Make suitable assumptions wherever necessary and state the assumptions made.

(3) Answers to the same question must be written together.

(4) Numbers to the right indicate marks.

(5) Draw neat labelled diagrams wherever necessary.

(6) Use of Non-programmable calculators is allowed.



Q. 1. Attempt any three of the following:

(15)

- a. Essentials of Business Communication
- b. List the benefits and limitations of grapevine communication.
- c. Seven Cs of Effective Communication
- d. Language as a tool of communication
- e. explain in brief physical barriers
- f. Process of communication

Q. 2. Attempt any three of the following:

(15)

- a. Explain in brief Planning of a Meeting
- b. Write a note on Group Discussion
- c. Write a note on Team Presentation
- d. What are the contents of the following components of a business proposal:

1. Executive summary 2. Project description

- e. What are the advantages of Email?
- f. What are the different types of interviewing questions?

Q. 3. Attempt any three of the following:

(15)

- a. What are the strategies required to hold effective meetings?
- b. What are the traits of good listener?
- c. Enlist the key points in the process of briefing.
- d. Explain in brief Effective Presentation Strategies?
- e. What kind of preparation is required for Job Interview?



f. What are the parts of a Business Letter?

Q. 4. Attempt any three of the following:

( 15)

- a. Explain types of Business letter.
- b. What are the steps of Career Building?
- c. Advantages and Disadvantages of Online Recruitment.
- d. What is the Role MIS in an Organisation?
- e. How can technological advances help make communication more effective?
- f. What are the elements of Financial Communication?

Q. 5. Attempt any three of the following:

( 15)

- a. Explain Key elements of Ethical Communication.
- b. Ethical dilemmas faced by Managers.
- c. Types Visual Aids.
- d. How visual communication is effective than oral communication? Explain.
- e. What are the Strategic approaches to Corporate Ethics
- f. Why use of font, colour and layout is important in the impress stage of presentation?