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Total No. of Pages : 02

Total No. of Questions : 09

M.Sc.(IT) (2016 to 2018) (Sem.-1)
TECHNICAL COMMUNICATION
Subject Code : MSIT-105
M.Code : 72521

Time : 3 Hrs.

Max. Marks : 60

INSTRUCTION TO CANDIDATES :

1. **SECTIONS-A, B, C & D** contains **TWO** questions each carrying **TEN** marks each and students has to attempt any **ONE** question from each **SECTION**.
2. **SECTION-E** is **COMPULSORY** consisting of **TEN** questions carrying **TWENTY** marks in all.

SECTION-A

- Q1. Explain different functions of technical communication.
- Q2. Discuss 7 C's of effective communication.

SECTION-B

- Q3. What are various rules followed for making efficient Precise Writing? Explain.
- Q4. Describe the format for business letter by taking suitable example.

SECTION-C

- Q5. Discuss in detail the step-by-step procedure for writing a research paper.
- Q6. What is the importance of indices in technical writings? Discuss the format for bibliography.

SECTION-D

- Q7. What are various norms used for making verbal presentation effective? Explain.
- Q8. How the use of Internet assists in building technical communication skills? Explain.

SECTION-E

Q9. Answer briefly :

- a. Discuss the importance of encoding in communication.
- b. List any two major barriers to communication.
- c. What is the importance of opening phrases in paragraph writing?
- d. What is meant by term net-etiquettes?
- e. Describe the formal structure of resume.
- f. Discuss briefly the steps of writing technical proposals.
- g. Name any two verbal communication skills to build rapport.
- h. Discuss any two rules to conduct healthy Group Discussion.
- i. Illustrate the use of M.S. Word in technical writings.
- j. What are Word-templates?

NOTE : Disclosure of Identity by writing Mobile No. or Making of passing request on any page of Answer Sheet will lead to UMC against the Student.