Roll No.		Total No. of Pages: 02
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Total No. of Questions: 09

M.Sc.(IT) (2015 Onwards) (Sem. – 1) TECHNICAL COMMUNICATION

M Code: 72521 Subject Code: MSIT-105 Paper ID: [72521]

Time: 3 Hrs. Max. Marks: 60

INSTRUCTIONS TO CANDIDATES:

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

SECTION A

- 1. Explain the importance of non-verbal communication.
- 2. Describe the functions of communication in an organization.

SECTION B

- 3. Write a paragraph on "My dream world".
- 4. Write a letter to a company for a job, explaining to them your reasons for being interested in that job. Invent the necessary details.

SECTION C

- 5. Draft a résumé as per your field.
- 6. Write a technical report on the decrease in sales of your company in recent years.

SECTION D

- 7. What are the skills needed for giving an oral presentation?
- 8. Describe the qualities which are essential for an effective group discussion.

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SECTION E

- 9. Answer the following questions briefly:
 - a) Technical report
 - b) Dissertation
 - c) List of references
 - d) Extempore
 - e) Sales letters
 - f) News letters
 - g) Net etiquettes
 - h) Oral presentation
 - i) Research papers
 - j) Effective communication

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