

Printed Pages : 4



NBC205

(Following Paper ID and Roll No. to be filled in your Answer Book)

PAPER ID : 194405

Roll No.

--	--	--	--	--	--	--	--	--	--

**Q5.** Attempt any *two* questions from the following : 10x2=20

- Prepare the bibliography pages of a project on 'Violence in Electronic Media'.
  - Draft a letter of sales for selling 100 computer systems to an educational institution.
  - Draft your curriculum vitae in which you have to discuss about unique selling properties.
- 

**MCA-DUAL DEGREE  
(SEM. II) THEORY EXAM. 2014-15  
PROFESSIONAL COMMUNICATION**

Time : 3 Hours]

[Total Marks : 100

**Note :** Attempt the questions as indicated.

**Q1.** Attempt any *four* question from the following : 5x4=20

- Define communication. What is grapevine in an organization?
- What are interpersonal barriers to communication?
- Explain what objectivity of recommendation means in a report.

- (d) What is the first step in any presentation? Why is it 'the first step' in the series of strategies relating to effective presentations?
- (e) Develop the 'Discussion' component of a report, related to a laboratory activity completed successfully.
- (f) Write a Government Letter to the VP/Principal Secretary of your department, pointing out anomalies in the promotional along with begging solutions to your personal grievances raised by administration/management. Invent necessary details.

**Q2.** Attempt any *two* questions from the following : 10x2=20

- (a) Write an application for the post of software engineer in a reputed company. Invent necessary details.
- (b) Write a note on the significance of footnotes in research.
- (c) What is adjustment letter? Draft an adjustment letter as Sales Manager for damaged computer systems supplied by your firm based at Delhi to a firm at Hyderabad. Invent details.

**Q3.** Attempt any *two* questions from the following : 10x2=20

- (a) Write a speech addressed to the chairman of corporation for encouragement to young professional in a software organization. Invent details.
- (b) Write short notes on the following :
  - (i) Topic sentence
  - (ii) Technical Paper : Features and Methods
- (c) What is the need of audience analysis before a presentation?

**Q4.** Attempt any *two* questions from the following : 10x2=20

- (a) State the salient features and significance of technical communication.
- (b) Discuss the concept of 'Noise' in communication. What are the main barriers to communication?
- (c) Write a paragraph of about 100 words on the following topics :
  - i) Co-education
  - ii) Wonder of Science
  - iii) Corruption