

**GUJARAT TECHNOLOGICAL UNIVERSITY**  
**BCA/ MCA INTEGRATED – SEMESTER I- EXAMINATION –SUMMER-2025**

**Subject Code: BC01001071**

**Date: 17/06/2025**

**Subject Name: Communication Skills**

**Time:02:30 PM TO 05:00 PM**

**Total Marks: 70**

**Instructions:**

1. Attempt all questions.
2. Make Suitable assumptions wherever necessary.
3. Figures to the right indicate full marks.
4. Use of simple calculators and non-programmable scientific calculators are permitted.

**Q.1 (a)** What is technical communication? Discuss in brief characteristics of technical communication. **07**

**(b)** What key elements should be considered while preparing a presentation? **07**

**Q.2 (a)** Share in brief your experience of nervousness and stage fright in the class during presentation(s) and how you tried to overcome the same? **07**

**(b)** Write a note on Visual Aids used in presentations. **07**

**OR**

**(b)** Explain barriers to effective communication. **07**

**Q.3 (a)** What defines group communication? What are the main characteristics of group discussions? Discuss in brief the important features of group discussions in selection process. **07**

**(b)** Write a letter of inquiry for the gift (of your choice) to be given in the upcoming farewell party to the seniors of your college. **07**

**OR**

**Q.3 (a)** What are the purposes of interview? What is a job interview? Why we need to conduct job interviews? **07**

**(b)** What are the main goals of writing an effective memo in a corporate environment? Write a sample memo of your choice. **07**

**Q.4 (a)** What are the advantages of email communication? What are the some of the most common mistakes to avoid in a business email? **07**

**(b)** Explain how technology-enabled communication has positively impacted communication. **07**

**OR**

**Q.4 (a)** What is the typical structure of a report? **07**

**(b)** Discuss in brief negative impact of technology-enabled communication. **07**

**Q.5 (a)** What is the difference between prefixes and suffixes? Explain with examples. **07**

**(b)** Discuss the main factors to be considered in selecting the most suitable tool for technology-enabled communication. **07**

**OR**

**Q.5 (a)** Discuss in brief any three common errors in English with relevant examples and state the reasons why these common errors occur. **07**

**(b)** According to you, what are the factors that affect effectiveness of technology-based communication? Also share how to overcome the same. **07**

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Enrolment No. /Seat No.: \_\_\_\_\_

# GUJARAT TECHNOLOGICAL UNIVERSITY

BCA/MCA INTEGRATED – SEMESTER I- EXAMINATION –WINTER-2024

**Subject Code: BC01001071**

**Date: 04/01/2025**

**Subject Name: Communication Skills**

**Time:10:30 AM TO 01:00 PM**

**Total Marks: 70**

**Instructions:**

1. Attempt all questions.
2. Make Suitable assumptions wherever necessary.
3. Figures to the right indicate full marks.
4. Use of simple calculators and non-programmable scientific calculators are permitted.

- Q.1** (a) What is Technical Communication? Explain process of communication in brief. **07**  
(b) List out Visual aids for technical communication. How to using visual aids contribute for the effective communication? **07**
- Q.2** (a) Define presentation. Discuss any 7 strategies to make effective presentation. **07**  
(b) What is interview? Explain types of interview in detail. **07**
- OR**
- (b) Differentiate press conferences and media interview. **07**
- Q.3** (a) Discuss importance of body language during group discussion as a part of interview selection process. **07**  
(b) Discuss different forms of group communication in detail. **07**
- OR**
- Q.3** (a) Discuss resume writing guidelines and explain in detail. **07**  
(b) Write a short note on symposia and seminar. **07**
- Q.4** (a) Write a complaint letter to company manager of CROMA to return damaged Television and to get refund. **07**  
(b) Write a short note on structure of report. **07**
- OR**
- Q.4** (a) Define report. Explain types of reports in detail. **07**  
(b) Write a short note on prewriting. **07**
- Q.5** (a) Discuss positive and negative impacts of technology based communication. **07**  
(b) What are Homophones and idioms? Write any 5 Homophones and Explain idioms with example. **07**
- OR**
- Q.5** (a) Discuss factors to select appropriate technology for technical communication **07**  
(b) Which are the common errors in English? How to avoid those mistakes? **07**

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Enrolment No. /Seat No.: \_\_\_\_\_

**GUJARAT TECHNOLOGICAL UNIVERSITY**  
**BCA/MCA INTEGRATED – SEMESTER I- EXAMINATION –WINTER-2025**

**Subject Code: BC01001071**

**Date: 15/12/2025**

**Subject Name: Communication Skills**

**Time:10:30 AM TO 01:00 PM**

**Total Marks: 70**

**Instructions:**

1. Attempt all questions.
2. Make Suitable assumptions wherever necessary.
3. Figures to the right indicate full marks.
4. Use of simple calculators and non-programmable scientific calculators are permitted.

- Q.1 (a) Answer the following Questions in one sentence. 07**
1. Define the term Technical Communication.
  2. Define the term “Encoding” and “Decoding”.
  3. What do you mean by Written Communication?
  4. When does oral communication take place?
  5. What are eponyms?
  6. What do you mean by Gesture?
  7. What is Visual Presentation?
- (b) I. how to Controlling Nervousness and Stage Fright 03**  
**II. What are memos in communication? Explain with example. 04**
- Q.2 (a) Explain Process of Communication. 07**  
**(b) Explain Formal and Informal Communication. 07**
- OR**
- (b) What is group communication? Explain Benefits of group communication and Group communication channels 07**
- Q.3 (a) List Out Types of Interview and explain 07**  
**(b) What is Report? Explain categories of Reports in detail. 07**
- OR**
- Q.3 (a) Write a cover letter surveying the smoking habits prevalent among students of a top institute of technology 07**  
**(b) What is Press Conference? Explain its Preparation and process. 07**
- Q.4 (a) Explain Effectiveness in Technology-based Communication 07**  
**(b) As the sales Manager of Modern Electronics Ltd, Mumbai, write a sales letter to all the Principals of higher Secondary Schools in your town to promote the sale of a new film projector your company has recently manufactured. Point out its features and facilities. 07**
- OR**
- Q.4 (a) What is Modern Communication Media? Differentiate Positive Impact of Technology-enabled Communication and Negative Impact of Technology-enabled Communication 07**  
**(b) Write Short Note : Symposia and Seminars 07**
- Q.5 (a) (I) Fill in the blanks in the given sentences by adding correct prefixes or suffixes to the given base word. 07**
1. He is \_\_\_ (manners). He does not know how to behave with elders.

2. College days are \_\_\_ (memory) days because here only we build \_\_\_ (relation) that are never \_\_\_ (forget).
3. A \_\_\_ (combine) of motivation and hard work can fulfill your dreams.
4. She \_\_\_ (behave) in the class because of which teachers \_\_\_ (agree) to let her sit in the class.

**(b) I. Write by adding correct Synonyms And Antonyms to the given base word. 04**

1. Abjure
2. Barrier
3. Consent
4. Gorgeous

**II. Read each sentence and fill in the blank, choosing the correct homophone. 03**

1. Please \_\_\_ our sincere apologies.( accept, except)
2. You will \_\_\_ your deposit if you cancel the order.(lose, loose)
3. He is far \_\_\_ young to go by himself.( to, too, two)

**OR**

**Q.5 (a) What is Communication Networks? Explain formal network models with diagram. 07**

**(b) How are memos, letters, and emails different from each other? Do they have any similarities? Explain 07**

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