

Enrollment No./Seat No.:

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

**Subject Code: BC02001071**

**Date: 13-06-2025**

**Subject Name: Technical Writing**

**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.**

	<b>Marks</b>
<b>Q.1 (a)</b> What is dynamic communication and explain its process.	<b>07</b>
<b>(b)</b> Explain time management.	<b>07</b>
<b>Q.2 (a)</b> Explain report writing in detail.	<b>07</b>
<b>(b)</b> What is technical proposal? Explain its components and steps to write technical proposal.	<b>07</b>
<b>OR</b>	
<b>(b)</b> Explain resume writing with example.	<b>07</b>
<b>Q.3 (a)</b> Discuss presentation strategies in detail.	<b>07</b>
<b>(b)</b> Explain Business letter with an example.	<b>07</b>
<b>OR</b>	
<b>(a)</b> Discuss interview skills in detail.	<b>07</b>
<b>(b)</b> Discuss the Etiquettes for the foreign business trip.	<b>07</b>
<b>Q.4 (a)</b> Discuss critical and creative thinking in communication.	<b>07</b>
<b>(b)</b> Discuss Kinesics in detail.	<b>07</b>
<b>OR</b>	
<b>(a)</b> Explain negotiation skills in detail.	<b>07</b>
<b>(b)</b> Explain Telephone Etiquettes.	<b>07</b>
<b>Q.5 (a)</b> Explain reading in self-development and assessment.	<b>07</b>
<b>(b)</b> Explain Technical Description in detail.	<b>07</b>
<b>OR</b>	
<b>(a)</b> Discuss Paralinguistic features in detail.	<b>07</b>
<b>(b)</b> Explain prioritize in self-development and assessment.	<b>07</b>

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Enrollment No./Seat No.:

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

**Subject Code: BC02001071**

**Date: 08-12-2025**

**Subject Name: Technical Writing**

**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.**

	<b>Marks</b>
<b>Q.1 (a)</b> What is communication? Explain the process of communication with a diagram.	<b>07</b>
<b>(b)</b> What are the important factors that affect time management? Explain how to manage time.	<b>07</b>
<b>Q.2 (a)</b> Write your own resume.	<b>07</b>
<b>(b)</b> What are the characteristics of a technical report and proposals?	<b>07</b>
<b>OR</b>	
<b>(b)</b> As the sales director of Fitness Point, Ahmadabad, draft a mail to students of an engineering college, Ahmadabad, informing them about various packages with a discount for students offered by your gym.	<b>07</b>
<b>Q.3 (a)</b> Write a note on various types of questions asked in a job interview.	<b>07</b>
<b>(b)</b> Write a report on the cultural event of your institute.	<b>07</b>
<b>OR</b>	
<b>(a)</b> Write guidelines to make effective use of visual aids.	<b>07</b>
<b>(b)</b> Explain the importance of being able to say “NO” and why some people are not able to do so.	<b>07</b>
<b>Q.4 (a)</b> Give tips for success in a job interview.	<b>07</b>
<b>(b)</b> Write a short note on: Kinesics & Paralinguistics.	<b>07</b>
<b>OR</b>	
<b>(a)</b> What is a presentation? Explain different purposes for making a presentation.	<b>07</b>
<b>(b)</b> Explain various points about respecting the privacy of others and organizations.	<b>07</b>
<b>Q.5 (a)</b> How can record-keeping help you?	<b>07</b>
<b>(b)</b> As the sales manager of a watch manufacturing company, you conducted a market survey and found that there is a considerable decline in the sales of your watch. Write a short report on your market survey and also suggest steps required to boost the sales of your product.	<b>07</b>

**OR**

**(a)** Discuss the main elements of non-verbal communication.

**07**

**(b)** Why is reading, listening, and learning important?

**07**

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