

Roll No. ....

Exam Code : J-19

Subject Code—0406

**M.C.A. (First Year) EXAMINATION**

(Batch 2009 Onwards)

(5 Years Integrated Course)

COMMUNICATION & PRESENTATION  
SKILLS

MCA-106

*Time : 3 Hours*

*Maximum Marks : 35*

**Section A**

**Note :** Write short notes on any *seven* from this  
Section. **7×3=21**

1. (i) Process of communication.
- (ii) Dress code
- (iii) Small group communication
- (iv) Printed aids for a presentation

- (v) Relevance of get-up of the presenter
- (vi) Use of power-point presentation
- (vii) Curriculum vitae
- (viii) Agenda of a meeting
- (ix) Post-meeting followup
- (x) Hallmarks of effective public speaking.

### Section B

**Note :** Attempt all the questions.

2. Is Communication a skill ? What are essentials of communication skills ? 5

*Or*

What are different public speaking techniques ?

3. Write a detailed note on body language. What is its relevance in a presentation ? 5

*Or*

What are different audio-visual aids a presenter may use ? What is the benefit of using them ?

4. What preparations have to be made for convening a meeting ? Why minutes of a meeting must be carefully drafted and circulated ? 4

*Or*

What are components of a business report ?  
What are essentials of an effective business report ?