

Roll No.

Exam Code : J-19

Subject Code—0376

M. C. A. (First Year) EXAMINATION

(5 Years Integrated Course)

(For Batch 2009 Onwards Main & Re-appear)

COMMUNICATION AND PRESENTATION
SKILLS

MCA-106

Time : 3 Hours

Maximum Marks : 35

Section A

Note : Attempt any *Seven* questions. **7×3=21**

1. Provide 3 tips for effective writing.
2. What are small group communication techniques ?
3. Discuss the importance of Dress Code.
4. Highlight any *three* objectives of a workshop.

(3-93-12-0519) J-0376

P.T.O.

5. What are Printed Aids ?
6. What is the significance of a group discussion ?
7. What are stress-interviews ?
8. Discuss the utility of a resume.
9. Provide 3 tips for effective public speaking.
10. Discuss the utility of post-meeting follow-up.

Section B

Note : Attempt all the questions.

11. Clarify the concept of communication skills.
Why are they required ? Explain with the help of suitable examples.

Or

What do you understand by 'Body Language' ?
How is it useful in effective communication ?

5

12. How can power point presentation be made effective ? Discuss citing suitable examples.

Or

How are meetings convened and organised ?

5

13. You are applying for the post of Software Engineer. Prepare a suitable CU for this purpose.

Or

Discuss the contents of business reports. **4**