

Paper Code: RCA-105

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**M.C.A.**  
**FIRST SEMESTER EXAMINATION, 2016-17**  
**PROFESSIONAL COMMUNICATION**

[Time: 3 Hours]

[Max. Marks: 100]

**Note:** Attempt all Sections. If require any missing data; then choose suitably.**SECTION A****1. Attempt all questions in brief. (2x10=20)**

- (a) With a specific example, illustrate how clarity can be introduced in technical writing?
- (b) Define in brief pitch and syllable.
- (c) Correct the wrongly used underlined words in the following sentences-
  - (i) Her sufferings have been caused by her negligible attitude to her work.
  - (ii) We are expected to discharge our sociable responsibilities with sincerity.
  - (iii) If we dessert our friends, we will lose all self-esteem.
  - (iv) The journey by car was quiet comfortable.
- (d) Define Deductive and Inductive methods of paragraph writing.
- (e) Transform the following sentences as directed –
  - (i) He is too fast to be caught by the police. (Remove too)
  - (ii) No other king of India was as great as Akbar. (Comparative)
- (f) What is a proposal? How solicited proposal is different from unsolicited proposal.
- (g) How is literature helpful in bringing about social welfare?

**SECTION B****2. Attempt any three of the following: - (10x3=30)**

- (a) Technical Communication and general communication are poles apart as they differ in all aspects. Elucidate.
- (b) Write any four rules of word formation and give four examples of each.
- (c) How many types of reports are there? Describe all in detail.
- (d) What suggestion will you give to your friend to improve his listening skills.
- (e) How is question of A machine or a self, crucial to an enquiry into the identity of man? Pin point briefly apropos of J. Bronowski's views.

**SECTION C**

Note: Attempt all questions of section C: -

**(10x5=50)****3. Attempt any one part of the following:**

- (a) "A free flow of information ensures the success of an organization."Elaborate this statement in the light of the flow of communication in an organization.
- (b) Discuss any three kinds of barriers to communication and substantiate your answer with one example for each.

**4. Attempt any one part of the following:**

- (a) What is a paragraph? What are the components of a good paragraph? Write in detail.

(b) (i) Give antonym of the following words-

- A. Tentative
- B. Reward
- C. Capricious
- D. Exhume

(ii) Give Synonym of the following words-

- A. curtail
- B. derogatory
- C. lethargy
- D. fortitude

(iii) Add prefix to the following words-

- A. fold
- B. frost
- C. mature
- D. clinic

(iv) Use the following in your own sentences to bring about meaning-

- A. Prescribe
- B. Proscribe

**5.** Attempt any one part of the following:

(a) You are working in a manufacturing company. Write a proposal to replace an outdated machine that is no more useful for production. Be imaginative and invent details. Your proposal should include all the sections of proposal as-

- Introduction
- Technical Section
- Management Section
- Cost Section
- Conclusion

(b) Resume is the stepping stone to enter in the professional world. Make your own resume including all the necessary details of your achievements.

**6.** Attempt any one part of the following:

(a) "Success of a presentation depends on proper audience and locale analysis and proper use of audio visual aids." Comment.

(b) It is not just the body language but other paralinguistic features also which determine the effectiveness of a professional speech or presentation. Comment on this statement and support your views with proper examples.

**7.** Attempt any one part of the following:

(a) How does literature share with Science the capacity to formulate concepts as propounded by M.E. Prior in his essay ? Elucidate.

(b) Summarize Moody .e. Prior's vies on the difference and sameness of Science and humanities.