

**Q.P. Code : 25121**

**First Semester B.Voc.(IT) Degree Examination,  
November/December 2019**

*(CBCS Scheme – Freshers & Repeaters)*

**Information Technology**

**Paper BVIT 101 - TECHNICAL COMMUNICATION**

*Time : 3 Hours]*

*[Max. Marks : 70*

*Instructions to Candidates : Answer all Sections.*

**SECTION – A**

**(10 × 2 = 20)**

1. Define 'Communication'.
2. Mention the importance of 'purpose and audience' in communication.
3. What is a barrier in communication?
4. What are 'communication networks'?
5. What is 'Active listening'?
6. Differentiate between listening for general content and specific information.
7. What is 'Paralinguistics'?
8. Name the types of speaking.
9. Give any two examples for application of M.S. power point.
10. What is a Job interview?
11. What is a cover letter?
12. Mention the importance of audience recognition in communication.

**SECTION – B**

**(5 × 10 = 50)**

13. (a) Explain the basics and importance of communication.  
(b) Examine the classification of barriers of communication.

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14. (a) Mention the characteristics and objectives of 'Technical Communication'.  
(b) What are the types of listening?
  15. (a) Give importance of "Effective Speaking".  
(b) What are the requirements of a good presentation strategy?
  16. (a) What are the barriers to speaking?  
(b) Why are visual aids important in communication?
  17. (a) What are the types of interviews?  
(b) Mention the importance of body language in communication.
  18. (a) What are the techniques of good comprehension skills?  
(b) Explain the objectives of interviews.
  19. (a) Give importance of audience recognition or analysis in technical communication.  
(b) Mention the essential parts of a Resume.
  20. (a) Discuss the importance of Group Communication.  
(b) Write a note on SQ3R reading technique.
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