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I Semester B.Voc. Degree Examination, August - 2021**INFORMATION TECHNOLOGY (B.VOC)****Technical Communication****(CBCS Scheme)****Paper : BOIT1 - A021****Time : 3 Hours****Maximum Marks : 70****Instructions to Candidates:**Answer **All** sections.**SECTION - A****I. Answer any Ten of the following.****(10×2=20)**

1. What is the meaning of communication?
2. Mention any two visual aids in Technical communication.
3. What are the traits of a good listener?
4. What is 'Paralinguistics'?
5. What is an 'Interview'?
6. Mention any two effective presentation strategies.
7. Mention two types of interviews.
8. Mention the importance of 'purpose and audience' in communication.
9. What is a 'Resume'?
10. What is a 'Memo'?
11. Mention the types of speaking.
12. Mention techniques for good technical writing.

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SECTION - B

II. Answer any Five sets of the following.

(5×10=50)

13. a) Why is communication important? (5)
b) Explain LSRW and its importance. (5)
14. a) What is the process of communication? (5)
b) What are the types of listening? (5)
15. a) What are the barriers of effective speaking? (5)
b) Elaborate on the effective presentation strategies. (5)
16. a) What are the objectives of interview? (5)
b) Mention the importance of eye contact in communication. (5)
17. a) How would you improve comprehension skills? (5)
b) What are the barriers of effective presentation strategies? (5)
18. a) Why is audience recognition or analysis important? (5)
b) What is a cover letter? Explain its importance. (5)
19. a) Explain the main objectives of technical communication. (5)
b) Write a note on SQ3R technique. (5)
20. a) What are the essentials in a Resume? (5)
b) What is information gap Principle? (5)
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