

Seat No. : \_\_\_\_\_

**NF-144**

**December-2015**

**T.Y. M.Sc. (CA & IT)**

**Technical Communication**

**Time : 2 Hours]**

**[Max. Marks : 50**

**Instruction** : Be neat and Legible.

1. What is Technical Communication ? Differentiate between Technical Writing and General Writing. **10**
2. Define Technical Writing. Discuss the different types of writing styles and Methods of improving the writing skills. **10**

**OR**

What is the purpose of Technical Writing ? Discuss the principles of effective writing.

3. Explain any **two** :
  1. Listening Influencers **5**
  2. Talk as Transaction **5**
  3. Objectives of improving Listening Skills **5**
4. Attempt any **two** :
  1. Discuss few tips for meritorious performance in a Group Discussion. **5**
  2. What are the essential elements of a Presentation ? **5**
  3. "A Precis specialist saves time and money." Explain. **5**
5. Attempt any **two** :
  1. Draft a Resume as a commerce graduate which you may use for applying for the post of accounts assistant or clerk in a commercial organization. **5**
  2. How would you conduct effective interviews as an employer ? **5**
  3. What is APA citation style of referencing for a research paper ? Briefly explain. **5**

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