

MSc/IMSc (CA & IT) Sem.-5 Examination
Technical Communication

Time : 2-00 Hours]

December-2025

[Max. Marks : 50

Q) Answer the following questions. (10 Marks Each)

1) Explain the characteristics of technical communication with suitable examples.

OR

1) Discuss the importance of audience analysis in technical communication. How does it improve the effectiveness of technical messages?

2) What is technical report writing? Explain the structure and features of an effective technical report.

OR

2) Define summarizing. Explain the steps involved in writing a good summary with an example.

3) What is active listening? Explain its components and significance in technical communication.

OR

3) Describe different types of non-verbal communication. How do they influence professional interactions?

4) Explain the stages of preparing an effective presentation. Discuss the role of visual aids.

OR

4) What is group discussion? Describe key strategies for performing well in a group discussion.

5) What are the components of an application letter? Write a sample application letter for the position of Management Trainee.

OR

5) Explain the purpose and types of interviews. Describe the do's and don'ts of facing a professional interview.

