

Seat No. : _____

DC-133

December-2017

**TY M.Sc. (CA & IT) Integrated
Technical Communication**

Time : 3 Hours]

[Max. Marks : 50

1. (a) Explain the features of Technical communication as used in professional world. **5**
(b) Differentiate between technical writing and general writing. **5**

2. What is the purpose of Technical Writing ? Explain the essential Principles of effective writing. **10**

OR

Explain the different types of skills involved in effective writing.

3. Discuss the role of Posture and eye contact in Active listening. State the illustrations for the same. **10**

OR

Write the objectives for improvisation of listening skill and discuss the methods of improving listening skills.

4. Attempt any **two** of the following questions : **10**
 - (1) How does a business executive design his presentation ? Discuss assuming a hypothetical situation.
 - (2) What is the relevance of Planning, Outlining and Structuring of the presentation ? Discuss.
 - (3) Explain the concept of Group Discussion as it has become an important tool in the selection criteria of the candidate for an organization.

5. Answer any **two** : **10**
 - (1) Explain the different types of Interviews.
 - (2) Differentiate between solicited and unsolicited Resume.
 - (3) State the importance of Referencing and styling in Research paper.

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