

No. of Printed Pages : 03

Roll No.

AA-683

M.C.A. EXAMINATION, Dec. 2017

(First Semester)

(B. Scheme) (Main & Re-appear)

HUM-507-B

COMMUNICATION SKILLS

Time : 3 Hours]

[Maximum Marks : 75

Before answering the question-paper candidates should ensure that they have been supplied to correct and complete question-paper. No complaint, in this regard, will be entertained after the examination.

Note : Attempt all questions.

Unit I

1. Write an e-Mail to the Director/General Manager of a multi-national company for fixing business meeting. **20**

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P.T.O.

Or

Write a letter to the Director/General Manager of a multi-national company of lab equipments for delivering low quality lab instrument.

Unit II

2. Prepare a effective resume for applying for the post of an engineer in a company. **20**

Or

What is Resume ? What points should be taken in the mind while preparing a good resume ?

Unit III

3. What is Technical Report ? What are the types of technical report ? **20**

Or

What are the dos and don'ts for preparing technical reports ?

Unit IV

4. Write short notes on any *three* of the following :
- (a) Skill of oral presentation
 - (b) Importance of tele-communication
 - (c) Role of oral presentation in public gathering
 - (d) Relationship between language and tele-communication. **5×3=15**