

**2 0 1 1**

**IT/MCA**

Paper : 1.5

**( Communication Skills and Technical Writing )**

*Full Marks : 50*

*Time : 2 hours*

*The figures in the margin indicate full marks  
for the questions*

1. Write short notes on any *three* of the following topics : 5×3=15
  - (a) The role of body language in communication
  - (b) The different levels of communication
  - (c) Factors enabling good communication
  - (d) Modes of business correspondence
  - (e) Participation in a group discussion
  
2. Define any *one* of the following : 5
  - (a) Formal communication
  - (b) Technical communication
  - (c) Non-verbal communication

3. (a) Give the correct form of the verb (given in the brackets) in the cases given below :

1×5=5

- (i) I — (work) since morning and now I shall rest.
- (ii) Did you know that Malini — (paint) a portrait of her mother?
- (iii) She — (write) a letter to her superior.
- (iv) The judges — (impress) by her performance.
- (v) He — (beat) his rival by several points and has become the new champion.

- (b) Fill in the blanks with the correct prepositions :

1×5=5

- (i) He was born — 5th September, 1967.
- (ii) He had made a study — marine animals and learnt much about their behaviour.
- (iii) He was sought — by many people for his expertise with the subject.
- (iv) That is what I was looking —.
- (v) We have a great deal to be thankful —.

4. Write a letter to a publisher enquiring about a book on grammar ('High School Grammar' by Scott and Lindsay) which they publish as your organisation wishes to buy a hundred copies for its library. 10
5. Distinguish between the terms given below : 5×2=10
- (a) Written and verbal communication
- (b) Report and summary

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