

S-1184

Total Pages : 3

Roll No.

MCS-403/DCA-103

Technical English & Business Communication

(MSCIT/PGDCA/DCA)

1st Semester Examination, 2022 (Dec.)

Time : 2 Hours]

Max. Marks : 70

Note : This paper is of Seventy (70) marks divided into two (02) Sections A and B. Attempt the questions contained in these sections according to the detailed instructions given therein.

SECTION–A

(Long Answer Type Questions)

Note : Section 'A' contains Five (05) long answer type questions of Nineteen (19) marks each. Learners are required to answer any Two (02) questions only.

(2×19=38)

1. Explain the two levels of reading. What are the factors that impede the process of effective listening?

2. What is an antonym? Explain the three ways in which the antonym of a word can be formed.
3. What are the special points to be taken care for a newspaper advertisement? Explain how to draft an advertisement.
4. What is text analysis? Explain how to become an accurate listener.
5. What is technical vocabulary? Define compound adjectives.

SECTION-B

(Short Answer Type Questions)

Note : Section 'B' contains Eight (08) short answer type questions of Eight (08) marks each. Learners are required to answer any Four (04) questions only. (4×8=32)

Briefly discuss any *four* of the followings :

1. Conjunction.
2. Active vs. passive voice.
3. Role Play.
4. Tenses.

5. Verbs.
 6. Useful Expressions.
 7. Phases of a group discussion.
 8. Order Letter.
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