



QP CODE: 24804141



24804141

Reg No : .....

Name : .....

**I.M.C.A DEGREE EXAMINATION, JULY 2024**

**Fourth Semester**

Faculty of Technology and Applied Sciences

Integrated MCA

**Core - IMCA4C01 - TECHNICAL COMMUNICATION**

2020 Admission Onwards

51A38EDF

Time: 3 Hours

Maximum: 75 Marks

**Part A**

*Answer any **ten** questions*

*Each question carries **3** marks*

1. Name the barriers to Effective Communication.
2. The 'Three Important Requirements of Effective Technical Communication'.
3. Draw a flow chart for The Communication Process.
4. Mention briefly about any one of the celebrations held at your college campus.
5. Use appropriate form of 'Tense' to complete the given sentence.a)Only one of the boys\_\_\_\_\_not done the home work given yesterday.
6. Prepare a 'Telephone conversation' between You and Your class animator that you will be late to reach class this day. Use maximum six exchanges.
7. What is a complex sentence? Give example.
8. What is a Complex Compound Sentence? Give Example.
9. What is 'Active Reading'?
10. What are 'Compound Words'? Give 'Two Examples.
11. What is a 'Job Application Letter'?
12. "What is your name?" he asked me. Convert to Indirect Speech/ Reported Speech

(10×3=30 marks)





## Part B

Answer *all* questions

Each question carries **9** marks

13. a) Describe 'ABC' of Technical Communication.

OR

b) Rewrite the following passage formally and objectively using impersonal passive and other devices.

We know that the only Aluminium ore that we use in this country is bauxite. Aluminium occurs in this ore in the form of Aluminium hydroxide. We may find such ores in Arkansas, Georgia, Alabama and in several other states. We produce Aluminium from this ore. We also use ore for manufacturing chemicals and high temperature insulating materials and for grinding wheels and stones.

14. a) Describe a 'Person' who has influenced your life a lot.

OR

b) **Fill in the blanks with suitable prepositions:**

The government of India has decided ----- celebrate the birthday ----- Netaji Subhash Chandra Bose, ----- 23<sup>rd</sup> January, as 'Parakram Diwas' every year. This day will be dedicated----- honour and remember Netaji's selfless service ----- the nation. As an Indian evolutionary prominent -----the independence movement -----British rule ---- India . He also led an Indian national force -----the nation.

15. a) What are 'Regular' and 'Irregular Verbs'. Give examples to support your answer.

OR

b) Complete the given sentences using suitable 'Phrases' as directed.

1. He speaks like a \_\_\_\_\_. ( Adverb Phrase)
2. He failed in spite of \_\_\_\_\_. ( Adverb Phrase)
3. I have forgotten how to \_\_\_\_\_. (Noun Phrase)
4. He is a person of \_\_\_\_\_ (Adjective Phrase)
5. He was eager to \_\_\_\_\_ (Verb Phrase)
6. \_\_\_\_\_ a promotion is exciting. (Gerund Phrase.)

16. a) List out and describe briefly the guidelines to improve reading effectiveness and help in comprehending technical materials.

OR





- b) A Letter for Placing Order.

Write a letter to Delhi Sports, Darya Ganj, New Delhi, placing an order for sports articles like Footballs, Cricket balls, Tennis balls and Cricket bats to be supplied to your college. Sign as Ravi/ Raveena, Sports Secretary.

17. a) Which are the parts of a 'Resume'? Describe each element briefly.

OR

- b) What are the positive behaviour and good manners required for an interviewee to impress the interviewer?

(5×9=45 marks)

