



MBB-0031011001 Seat No. _____

**B. C. A. / B. Sc. (IT) / B. Sc. (CBCS) (Sem. I)
Examination**

November / December – 2016

**STCS - 01 : Scientific Technical Communication Skill
(New Course)**

Time : $2\frac{1}{2}$ Hours]

[Total Marks : 70

1 What is communication? Discuss the process of communication. 14

OR

1 What are the advantages and disadvantages of Oral Communication? 14

2 Write in detail the barriers to communication. 14

OR

2 Comment on Verbal and Non Verbal communication. 14

3 Explain the types of interviews along with its essential features and structure. 14

OR

3 Explain Different Channels of Communication. 14

4 (A) (1) Write a job application letter enclosed with a resume to Sarvodaya International School for the post of a science teacher. 7

OR

(2) MS University, Baroda, is inviting application to fill the post of assistant professor of Computer Science. Qualification as per UGC norms. Apply within 10 days. 7

(B) (1) It has been proposed that the working hours of your bank branch be changed to morning and evening hours, for the banking convenience of the customers. As the manger of the bank, you have been appointed to look into the feasibility of implementing the proposal. Prepare your report with recommendations. 7

OR

(2) The Board of Directors, Ram Krishna Magazine Private Ltd., New Delhi has directed its officials concerned to submit a report On Decline in the Circulation News Magazine "The Women". 7

5 (A) (1) Comment on kinesics and proxemics 7

OR

(2) What are the barriers to listening? How does good listening improve communication? 7

(B) (1) Define negotiation and detail factors that can influence negotiation. 7

OR

(2) Write a letter of placement order to Shivam Scientific Tools Pvt. Limited for purchase of various scientific tools. 7