



JAO-2222222222

Seat No. _____

B. C. A. (Sem. I) (CBCS) Examination

November - 2019

Scientific Technical Communication Skills

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

[Total Marks : 70

1 Explain communication process in detail using diagram. 14

OR

1 Discuss downward and upward communication with its limitations. 14

2 What is written communication? Discuss basic principles of written communication. 14

OR

2 What are the merits and demerits of written communication? 14

3 What is oral communication? Discuss merits and demerits of oral communication. 14

OR

3 What are the various styles of oral communication? 14

4 What are the types of listening? 14

OR

4 Explain body language in detail. 14

5 Write short note : (Any Two) 14

- (1) Grapevine communication.
- (2) Role of technical writing.
- (3) Principles of good listening.
- (4) Proxemics.