



Seat No. _____

HT-010-1022005

P. G. D. H. M. (Sem. II) (CBCS) Examination

May - 2023

Technical Communication

Faculty Code : 010

Subject Code : 1022005

Time : $2\frac{1}{2}$ Hours / Total Marks : 70

1 Answer the following questions : **14**

1. Define Verbal communication.
2. What is Web Writing?
3. Define Sign language.
4. What is Brainstorming?
5. What is a channel in communication process?
6. What is Interpersonal Communication?
7. What is the advantage of audio signal as a sign language in communication?
8. How is Noise a barrier in communication?
9. What is Intimate zone in communication?
10. What is upward communication?

2 Answer the following questions. **14**

1. Explain the Communication Process in detail.
2. Explain the disadvantages of oral Communication.

OR

2 Answer the following questions. **14**

1. Discuss importance of body language in communication.
2. Prepare a report on declining sales of mobile phones of the company.

- 3** Answer the following questions. **14**
1. Write a letter of order for furniture to Bharat furniture
 2. Draft a letter of enquiry for the instruments in science lab.

OR

- 3** Answer the following questions : **14**
1. Write a notice for the annual general meeting of the Board of Directors with agenda.
 2. Explain body language in communication.

- 4** Answer the following questions : **14**
1. Prepare a minute for the annual general meeting of the Board of Directors
 2. Explain the characteristics of interpersonal communication.

OR

- 4** Answer the following questions. **14**
1. What are the objectives of a Meeting?
 2. What is email? Discuss the advantages of email.

- 5** Answer the following questions : **14**
1. Explain in detail horizontal and diagonal communication.
 2. What are the advantages of written Communication?

OR

- 5** Answer the following questions. **14**
1. Prepare a report on the staff punctuality and attendance and give your recommendations to improve the same.
 2. What are the advantages of video conferencing?