

22/3/17

DOON UNIVERSITY

MID-TERM EXAMINATIONS, MARCH-2017, SCHOOL OF TECHNOLOGY

MCA INTEGRATED HONOURS, IIND SEMESTER, TECHNICAL WRITING, STM-510

Time-2hrs

MM-30

Section- A

(4x2=8)

Define the following terms:

1. *Communication*
2. *Non- Verbal Communication*
3. *Memorandum*
4. *Group Discussion*

Section- B

(5x2=10)

5. What are the *barriers to communication*?
6. Explain the difference between *active and passive listening*?

Section- C

12m

7. Explain the various kinds of interviews used in the selection process to choose the most deserving candidate.