

17-12-16

DOON UNIVERSITY, DEHRADUN

END TERM EXAMINATION, DECEMBER-2016, SCHOOL OF TECHNOLOGY

5 YEAR INTEGRATED MCA, 3<sup>RD</sup> SEMESTER, COURSE NAME – TECHNICAL WRITING

COURSE CODE-STM 517

Time – 3hrs MM – 50

Section - A 10m

Define the following terms:

- 1. 7 C's of Communication
- 2. Memorandum
- 3. Proposal
- 4. Analytical Report
- 5. Informational Report

Section – B 15m

6. What are the various kinds of meetings required in the professional field? Explain giving examples. (Use 75 to 100 words in your answer) 5m

7. What important points should you keep in mind while giving a presentation? Explain. 5m

8. What is the meaning and purpose of an interview? What are the various types of interviews? 5m

Section – C 25m

9. You are applying for a job at an MNC with branches all over the world. Write a job application mentioning that you are also attaching your Resume with it. 5m

10. Read the following examples carefully and identify the Communication Model or Theory you can associate it with. Give reasons for your answer.

a) A communication from the border (LOC) to the centre that there has been firing all night from across the border.

b) An official negotiation on the sale of software to delegates from another country which in the manner in which they look after the delegates is important.

c) The launching of a product.

d) The research work being carried out on a tribe in a remote destination; the communication between the researchers and natives of the tribe.