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[Roll No.]

MCS-403/DCA-103

(MSCIT/DCA) Ist Semester
Examination Dec., 2023

**TECHNICAL ENGLISH AND
BUSINESS COMMUNICATION**

Time : 2 Hours]

[Max. Marks : 70

Note :- This paper is of Seventy (70) marks divided into two (02) Sections 'A' and 'B'. Attempt the questions contained in these Sections according to the detailed instructions given there in. *Candidates should limit their answers to the questions on the given answer sheet. No additional (B) answer sheet will be issued.*

Section-A

Long Answer Type Questions 2×19=38

Note :- Section 'A' contains Five (05) Long-answer type questions of Nineteen (19) marks each. Learners are required to answer any *two* (02) questions only.

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(1)

P.T.O.

1. Write a formal letter to editor of a newspaper to publish one of your articles in the upcoming issue.
2. Define technical vocabulary. Elaborate the use of technical English and Business Communication.
3. What do you understand by listening ? What are the rules of good listening and barriers to listening ?
4. What do you understand by tenses ? Explain different types of sentences.
5. Draft an advertisement for the job of a salesman for a company which is manufacturing cat foods.

Section–B

Short Answer Type Questions 4×8=32

Note :- Section ‘B’ contains Eight (08) Short-answer type questions of Eight (08) marks each. Learners are required to answer any *four* (04) questions only.

1. Articles.
2. Transcoding.
3. Paragraph writing

4. Antonym
5. Sentences
6. Role play
7. Verbs
8. Group discussion
