

**A-0874**

**Total Pages : 4**

**Roll No. -----**

**MCS-403/DCA-103**

**Technical English and Business**

**Communication**

**(MSCIT/DCA)**

**1<sup>st</sup> Semester Examination 2024(Dec.)**

**Time: 2:00 hrs**

**Max. Marks: 70**

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

**P.T.O.**

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## **Section-A (Long-Answer-Type Questions)**

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.

[2x19=38]

- Q.1. Define technical vocabulary. Discuss the principles of word formation and their importance in technical writing. Explain the formation of words from nouns to adjectives and from verbs to nouns with examples.
- Q.2. Explain the concept of Active and Passive Voice. Describe the rules of for changing active voice into passive voice and vice versa. Provide examples of both active and passive voice in the context of business communication.
- Q.3. Describe the methods of note-making. Discuss the importance of skimming and scanning while making notes from a text. How do you summarize information effectively? Provide a step-by-step guide for creating structured notes.

- Q.4. Explain the structure and features of a well-written paragraph. Discuss the importance of unity and coherence in paragraph writing. Provide examples of effective paragraph transitions and the use of topic sentences.
- Q.5. Discuss the role and techniques of listening and note-taking. Explain the various levels of listening and the barriers to effective listening. Discuss the process of filtering and paraphrasing information while taking notes.

### **Section-B (Short-Answer-Type Questions)**

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.

[4x8=32]

- Q.1. What are the different suffixes used for forming nouns from verbs? Provide examples.

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- Q.2. Discuss the various types of prepositions and their correct usage with examples.
- Q.3. Explain the concept of “role play” and its significance in business communication. Provide an example of a role-play scenario in a workplace setting.
- Q.4. What are compound nouns? Explain the role of negative prefixes in their formation.
- Q.5. Explain the structure and function of the present perfect tense. Provide examples in affirmative, interrogative, and negative forms.
- Q.6. Discuss the importance of punctuation marks such as commas, apostrophes, and colons in technical and business writing. Provide examples.
- Q.7. Describe the techniques for scanning information during reading. How does scanning help in understanding key points from a text?
- Q.8. What is the difference between “Yes/No” questions and “Information” questions? Provide examples of each in the context of business communication.

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