

A-0818

Total Pages : 5

Roll No.

MCS-403/DCA-103

**TECHNICAL ENGLISH AND BUSINESS
COMMUNICATION**

(MSCIT/DCA)

Examination, June 2025

Time : 2:00 Hrs.

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 therein. *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.

1. Answer the following :

- (a) Define “technical vocabulary” and explain its importance in technical communication.(5 marks)
- (b) Discuss the role of word formation in enhancing technical writing. Provide examples for nouns to verbs, adjectives to nouns, and verbs to adjectives.
(7 marks)
- (c) How do suffixes contribute to the richness of technical vocabulary ? Provide examples for less common suffixes used in technical writing.
(7 marks)

2. Answer the following :

- (a) What are the major differences between articles and conjunctions in technical writing ? Provide examples.
(5 marks)
- (b) Explain the role of prepositions in technical communication. How can incorrect preposition usage affect the clarity of technical documents ?
(7 marks)
- (c) Discuss the usage of common punctuation marks like semicolons, colons, and apostrophes in technical writing.
(7 marks)

3. Answer the following :
- (a) What is the importance of using both active and passive voice in technical writing ? Discuss the advantages and disadvantages of each. (5 marks)
 - (b) Describe the process of converting active voice to passive voice and passive voice to active voice in business communication. (7 marks)
 - (c) How does the use of active and passive voice influence the tone and formality of a technical document ? (7 marks)
4. Answer the following :
- (a) Discuss the steps involved in making effective notes while reading technical content. (5 marks)
 - (b) What is the importance of skimming and scanning in note-taking ? Explain how they can be applied in a professional setting. (7 marks)
 - (c) Provide guidelines for summarizing complex technical information effectively. (7 marks)
5. Answer the following :
- (a) Explain the significance of unity and coherence in paragraph writing. (5 marks)
 - (b) Discuss the role of trans-coding and its application in oral reporting and interactive exercises.

(7 marks)

- (c) How can role play and discussions enhance communication skills in technical environments ?

Provide an example scenario. (7 marks)

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. Explain the process of turning a noun into a verb using common technical prefixes and provide examples.
2. What are “compound adjectives” ? Discuss how they are formed and used in technical writing.
3. Define and explain the usage of “tag questions” in business communication. Provide examples.
4. What are the key components of writing effective formal letters in a professional setting ?
5. Explain the role of gerunds in technical documentation. Provide examples of sentences with gerunds.

6. What is the importance of understanding different sentence structures, like interrogative and exclamatory sentences, in business communication ?
7. How does understanding and using logical connectors improve the flow of a paragraph ? Provide examples of connectors used for comparison and contrast.
8. Discuss the importance of listening skills in professional environments. What are the barriers to effective listening and how can they be overcome ?
