

## Subject Code—4269

## M.C.A. (First Year) EXAMINATION

(5 Years Integrated Course)

MCA-106

## COMMUNICATION AND PRESENTATION SKILLS

Time: 3 Hours

Maximum Marks: 50

Note: Attempt any *Five* questions. All questions carry equal marks.

- 1. How do Communication skills help in becoming an effective executive? Bring out important pre-requisites of communication skills.
- 2. Discuss the important points that are to be taken care of while participating in a meeting as convener and as a member.

- 3. What factors are kept in mind while preparing a public speech? How will you carry out audience analysis while delivering a speech? Discuss.
- 4. How does the model of communication apply to non-verbal communication? Discuss with illustrations the role of body's physical movements in effective communication.
- 5. What are different visual aids in communication? How can they be used to assist in communication and how can they often be a barrier in communication? Discuss.
- 6. What are the important features of power point? Explain the procedure of preparing a presentation on power point.
- 7. What are the important elements and formats of a resume? Draft your own resume using only assumed name.
- 8. What are the different types of reports? Discuss the contents of a large size report with special reference to its presentation.