



SU-7622

Seat No. _____

M. C. A. (Sem. II) Examination

April/May – 2006

Oral & Written Tech. Comm.

(New Course)

Time : **2 Hours**]

[Total Marks : **50**

- Instruction :** (1) Answer any **five** questions.
(2) All questions carry **equal** marks.

- 1 What do you mean by technical writing ? Why is it important ?
 - 2 What are the criteria for writing successful memos ?
 - 3 Discuss dummy resume.
 - 4 Discuss the criteria for oral presentation.
 - 5 Write the process of job search.
 - 6 Write short note on criteria for effective graphics.
 - 7 Write a sample of a trip report.
 - 8 What are the problems faced while writing E-Mail ?
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[200]