

**Gandhi Institute of Engineering and Technology University, Odisha, Gunupur
(GIET University)**

B.C.A. (First Semester - Regular) Examinations, January – 2026
BCA251003-English for Technical Communications



Time: 2 hrs

Maximum: 60 Marks

(The figures in the right hand margin indicate marks)

PART – A**(2 x 5 = 10 Marks)**Q.1. Answer *ALL* questions

	CO #	Blooms Level
a. List any two channels of Technical Communication.	CO1	K1
b. Identify two factors influencing an effective oral presentation.	CO4	K4
c. Define SWOT analysis.	CO2	K1
d. Mention any two rules of effective email writing.	CO3	K2
e. List two etiquettes to be followed in a business meeting.	CO6	K2

PART – B**(10 x5=50 Marks)**Answer *ALL* questions

	Marks	CO #	Blooms Level
2. a. Analyze the barriers to effective Communication.	5	CO1	K4
b. Differentiate between Formal and Informal Communication.	5	CO1	K2
(OR)			
c. Discuss the importance of Communication in the 21st Century.	5	CO5	K2
d. Examine the characteristics of Business Communication.	5	CO1	K2
3.a. Identify the key factors that influence an effective oral presentation.	5	CO2	K4
b. Explain how SWOT analysis helps in decision-making.	5	CO2	K1
(OR)			
c. List the essential tricks to perform well in a personal interview.	5	CO4	K2
d. Explain the major do's and don'ts to follow in a group discussion.	5	CO2	K1
4.a. Distinguish between Resume and CV, highlighting their uses and key elements.	5	CO3	K2
b. Write an email to colleagues informing them about a scheduled meeting and agenda.	5	CO3	K1
(OR)			
c. Explain the importance of Minutes of Meeting and outline their essential components.	5	CO6	K3
d. You are Arjun Rao. Write a job application letter to Vertex Tech Services applying for the post of Data Analyst.	5	CO3	K3
5.a. List the barriers to effective listening and suggest suitable solutions.	5	CO5	K2
b. Discuss the major types of nonverbal communication.	5	CO5	K1
(OR)			
c. Discuss the key strategies used for effective reading comprehension.	5	CO4	K1
d. Differentiate between hearing and listening.	5	CO6	K2
6.a. Describe the basic telephonic etiquettes required for professional communication.	5	CO1	K2

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| b. | Discuss office dynamics and explain how they influence behaviour, communication, and relationships in the workplace. | 5 | CO4 | K2 |
| (OR) | | | | |
| c. | Explain the importance of corporate etiquettes in a professional environment. | 5 | CO4 | K2 |
| d. | Identify the major do's and don'ts of email communication. | 5 | CO6 | K1 |

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