Time: 3 hrs

GIET UNIVERSITY, GUNUPUR – 765022
C. A (First Semester) Examinations, March' 2023

B. C. A (First Semester) Examinations, March' 2023 BCA20101- English for Technical Communication

Maximum: 70 Marks

The figures in the right hand margin indicate marks.

Reg.

No.

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Q. 1 Answer AJL questions (2) For a Booms Lower AJL questions (2) For a Booms Lower AJL questions a. Talking to one or more than one person is communication. (2) Kall (i) Extrapersonal (ii) Interpersonal (iii) Interpersonal (iii) Interpersonal (iv) Mass (ii) Foreblack (iii) Pollution (iv) Telephone (iv) Telephone c. The person who transmits the message is called as (iv) Dector (iv) Comportant (i) Notes (iv) Doctor (iv) (iv) Opportant (ii) Agenda (iv) Obedient (iv) Obedient (iv) Agenda (iv) Obedient f. Alist or outline of things to be considered of done is (iv) Cossip (iv) Cossip (iv) Cossip g. The Final version of writing, usually after a lot of celting and rewriting is known as (iv) Cossip (iv) Cossip g. The Linear Outline of things to be considered or done. (iv) (iv) Lutter (iv) Cossip (iv) Cossip g. The Linear Duration of writing, usually after a lot of celting and rewriting is known as (iv) Affective presentation? (iv) Affective presentation? (iv) Affective presentation? (ii) Offinite (iv) Letter (iv) Letter (iv) Letter (iv) Letter	PART – A: (Multiple Choice Questions)			(1 x 10	(1 x 10 = 10 Marks)		
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			ication at work place?	5	CO1		
	5.	-	-	v			

b.	Expound the difference between oral and written communication.	5	CO1	K 1
	(OR)			
с.	Write a note on psychological barrier.	5	CO1	K1
<i>d</i> .	Write a note on Cultural barrier.	5	CO1	K 1
4. <i>a</i> .	What is the importance of Etiquette in our life?	5	CO2	K 1
<i>b</i> .	What are the types of interview?	5	CO2	K 1
	(OR)			
с.	What are the Do's and Dont's of Interview?	5	CO2	K2
<i>d</i> .	Define GD and discuss its protocol.	5	CO2	K 1
5.a.	Apply for a job related to your field attaching your Resume related to IT sector. Add all necessary details.	5	CO3	K1
b.	Write a job application letter to GIET University for the position of an Assistant Professor in Computer Application.	5	CO3	K1
	(OR)			
с.	Write down the nature and significance of Proposal.	5	CO3	K1
d.	Write a complaint letter to Amazon company for receiving a damage product.	5	CO3	K1
6.a	Lucubrate Nonverbal Communication .	5	CO4	K1
<i>b</i> .	Write a note on Eye Contact and Gestures.	5	CO4	K1
	(OR)			
с.	Write a précis on the following paragraph.	5	CO4	K2
	The real implication of equal distribution is that each man shall have the			

The real implication of equal distribution is that each man shall have the wherewithal to supply all his natural needs and no more. e.g. if one man has a weak digestion and requires only a quarter of a pound of flour for his bread and another needs a pound, both should be in a position to satisfy their wants. To bring this ideal into being the entire social order has got to be reconstructed. A society based on non-violence cannot nurture any other ideal. We may not perhaps be able to realise the goal, but we must bear it in mind and work unceasingly to near it. To the same extent as we progress towards our goal we shall find contentment and happiness and to that extent too shall we have contributed towards the bringing into being of a non-violent society.

It is perfectly possible for an individual to adopt this way of life without having to wait for others to do so. And if an individual can observe a certain rule of conduct, it follows that a group of individuals can do likewise. It is necessary for me to emphasis the fact that no one need wait for anyone else in order to adopt a right course. Men generally hesitate to make a beginning if they feel that the objective cannot be had in its entirety. Such an attitude of mind is in reality a bar to progress. Now, let us consider how equal distribution can be brought about through nonviolence. The first step towards it is for him who has made this ideal part of his being to bring about the necessary changes in his personal life. He would reduce his wants to a minimum, bearing in mind the poverty of India.

d. Make a note on the following paragraph using suitable abbreviations.

1. Well-being is not just the absence of disease or illness. It is a complex combination of a person's physical, mental, emotional and social health factors. Well-being is strongly linked to happiness and life satisfaction. In short, it could be described as how one feels about oneself and one's life. Every aspect of one's life influences the state of one's well-being. Researchers investigating happiness have found the following factors which enhance a person's well-being : network of close friends, enjoyable and fulfilling career, enough money, regular exercise, nutritious diet, sufficient sleep, fun hobbies and leisure pursuits, healthy self-esteem, optimistic outlook and so on.

2. The factors that influence one's well-being are interrelated. For example, a job provides not just money but purpose, goals, friendships and a sense of belonging. Some factors also make up for the lack of others; for example, a good marriage can compensate for a lack of friendship, while religious beliefs may help a person to accept physical illness. Money is linked to well-being, because having enough money improves living conditions and increases social status. But various international studies have shown that it is the quality of our personal relationships, not the size of our bank balance, which has the greatest effect on our state of wellbeing. Believing that money is the key to happiness can also harm a person's wellbeing.

5 СО4 К2