

**GANDHI INSTITUTE OF ENGINEERING AND TECHNOLOGY UNIVERSITY, ODISHA, GUNUPUR
(GIET UNIVERSITY)**

B.C.A. (First Semester) Regular Examinations, January – 2025

**BCA23101 – English for Technical Communication
(BCA)**



Time: 3 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. Write the role of a receiver in communication. | CO1 | K1 |
| b. Explain personal interview. | CO2 | K2 |
| c. Define first draft. | CO1 | K1 |
| d. Explain summarization. | CO1 | K2 |
| e. Write the need of clarity and precision in sending emails. | CO2 | K2 |

PART – B

(10 x 5 = 50 Marks)

Answer **ALL** questions

- | | Marks | CO # | Blooms
Level |
|--|-------|------|-----------------|
| 2. a. Describe grapevine communication. | 5 | CO2 | K1 |
| b. Write the key characteristics of grapevine communication. | 5 | CO2 | K2 |
| (OR) | | | |
| c. Define communication. | 2 | CO2 | K1 |
| d. Elaborate on channels of communication. | 8 | CO2 | K2 |
| 3.a. Explain the protocols of personal interview. | 5 | CO2 | K2 |
| b. Write about office dynamics. | 5 | CO3 | K3 |
| (OR) | | | |
| c. Discuss about SWOT analysis in detail. | 5 | CO2 | K2 |
| d. Write the steps of conducting a SWOT analysis. | 5 | CO3 | K3 |
| 4.a. Explain job application. | 2 | CO2 | K2 |
| b. Write a job application for the post of Branch Manager at New Dawn Mall. | 8 | CO4 | K4 |
| (OR) | | | |
| c. Define CV. | 2 | CO2 | K2 |
| d. Draft a CV to send to an IT company where you want to join as a software developer. | 8 | CO4 | K4 |
| 5.a. Elaborate on the strategies of reading comprehension. | 8 | CO3 | K3 |
| b. Explain the types of barriers in communication. | 2 | CO2 | K2 |
| (OR) | | | |
| c. Write the significance and importance of non-verbal communication. | 8 | CO3 | K3 |
| d. Mention any two listening exercises. | 2 | CO2 | K2 |
| 6.a. Describe corporate etiquette. | 5 | CO2 | K2 |
| b. Write down the importance of corporate etiquette. | 5 | CO3 | K3 |
| (OR) | | | |
| c. Discuss about business meeting etiquette. | 5 | CO3 | K3 |
| d. Explain email etiquette. | 5 | CO2 | K2 |

End of Paper