

E- JUN 2006

Subject Code—4269

M.C.A. (First Year) EXAMINATION

(5 Years Integrated Course)

June, 2006

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.

P.T.O.

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.