

2007

Subject Code—7274

M.C.A. (First Year) EXAMINATION

COMMUNICATION & PRESENTATION SKILLS

MCA-106

Time : 3 Hours

Maximum Marks : 50

Note : Answer any *Five* questions. All questions carry equal marks.

1. Discuss the essentials of presentation through Power Point.
2. Describe the precautionary measures for effective group discussion.
3. Explain the role of body language in appealing presentation.
4. What steps will you follow for public speech on Information Technology ?

5. How will you prepare yourself to face an interview for the post of software manager ?
6. How will you use various audio-visual techniques in organising a workshop on computer application to various fields ?
7. What are the various steps for convening a meeting ?
8. Write short notes on any *two* of the following :
 - (a) Dress Codes
 - (b) Printed aids
 - (c) Resume.