

Roll No.

Subject Code—2074

M.C.A. (First Year) EXAMINATION

(5 Years Integrated Course)

MCA-106

**COMMUNICATION AND PRESENTATION
SKILLS**

Time : 3 Hours

Maximum Marks : 50

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

1. Elaborate the essentials of Communication Skills.
2. Explain the role of non-verbal communication and paralanguage in small group communication.
3. Elaborate the different types of body movements and its non-verbal interpretations.

(1-11-6-09)

P.T.O.

4. Mention what kinds of presentation aids you would use while making the presentation on the topic Overseas Career Opportunities in Computers.
5. Mention at least *ten* different functions with commands of Power Point.
6. Prepare a check list for the meeting between the University placement officer and representatives from Infosysis/TCS.
7. Prepare your general C.U.
8. Answer any *two* of the following :
 - (a) Dress Code
 - (b) Public Speaking Technique
 - (c) Dress Code for an Interview
 - (d) Report Writing.