

Roll No.

Subject Code—6791

M.C.A. (First Year) EXAMINATION

(5 Years Integrated Course)

(Main)

MCA-106

**COMMUNICATION AND
PRESENTATION SKILLS**

Time : 3 Hours

Maximum Marks : 35

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

1. Explain the terms communication and communication skills. Discuss the prerequisites of communication skills.
2. Discuss the communication techniques especially meant for small groups.

3. Explain the various types of audio aids and printed aids with their relative merits and demerits in presentation skills.
4. What are the power point aids ? Explain their utility in presentation skills. What specific precautions should be taken while preparing and using power points ?
5. "People spend hours in meetings and outcome is in the form of minutes." Critically elucidate.
6. What precautions should be taken while preparing a CV ? Give specimen CV of your own highlighting the main strengths and hiding the weaknesses.
7. Explain the meaning and types of reports. Bring out the contents of an academic/research report.
8. Write notes on any *two* of the following :
 - (a) How to reduce stage fright ?
 - (b) Body language.
 - (c) Safety measures to be taken while preparing and appearing for an interview.