



MANIPAL
UNIVERSITY JAIPUR
University under Section 2(f) of the UGC Act

Model Question Paper

PROGRAMME	BACHELOR OF COMPUTER APPLICATION (BCA)
SEMESTER	I
COURSE CODE & NAME	Technical Communication DCA1106

Section A

Multiple Choice Questions (2 Marks each)

[Please answer *all* the questions]

Q1. What is the primary objective of communication?

- a) To confuse the receiver
- b) To transmit information effectively
- c) To avoid feedback
- d) To ignore the message

Q2. What is an example of non-verbal communication?

- a) Email
- b) Body language
- c) Phone call
- d) Written report

Q3. What is the correct meaning of a homophone?

- a) Words that sound the same but have different meanings
- b) Words that have opposite meanings
- c) Words that are spelled the same but pronounced differently
- d) Words that have the same root word

Q4. Which of the following is an example of a compound word?

- a) Run
- b) Playground

- c) Quickly
- d) Go

Q5. What is the role of punctuation in writing?

- a) To confuse the reader
- b) To organize and clarify meaning
- c) To make sentences longer
- d) To remove the need for capital letters

Q6. What is the correct indirect speech for: He said, "I am going to school"?

- a) He said he is going to school.
- b) He said he was going to school.
- c) He said he will go to school.
- d) He said that he go to school.

Q7. Which of the following is a component of an effective sentence?

- a) Clarity
- b) Jumbled words
- c) Redundant phrases
- d) Ambiguity

Q8. What is the main purpose of a business memo?

- a) To entertain employees
- b) To provide informal updates
- c) To communicate official information within an organization
- d) To market new products

Q9. What is a key element of an ATS-friendly resume?

- a) Handwritten format
- b) Decorative fonts
- c) Use of industry-specific keywords
- d) No bullet points

Q10. Which technique is useful for handling audience questions confidently?

- a) Avoiding direct eye contact
- b) Giving vague answers
- c) Active listening and structured responses
- d) Ignoring difficult questions

Section B

SHORT ANSWERS (5 Marks each)

Approximately (200-250) words

[Please answer Any Four questions]

1. What are the main types of communication? Provide examples.
2. Explain the importance of affixes in vocabulary building with examples.
3. Describe the key differences between active and passive voice with examples.
4. What are common errors in English grammar? Provide three examples.
5. Explain the significance of structuring a professional email.
6. Discuss two techniques for effective public speaking.

Section C

LONG ANSWERS (10 Marks each)

Approximately (400-500) words

[Please answer Any Three questions]

- Q1. Discuss the principles of communication and explain the common barriers to effective communication.
- Q2. Explain the importance of sentence construction in effective writing and describe different sentence structures with examples.
- Q3. Describe the components of a professional resume and explain how to optimize a LinkedIn profile for job opportunities.
- Q4. What are the key elements of an effective presentation? Explain the role of body language and voice modulation in public speaking.