

Enrollment No./Seat No.:

GUJARAT TECHNOLOGICAL UNIVERSITY
BCA/MCA INTEGRATED - SEMESTER - II EXAMINATION - SUMMER 2025

Subject Code: BC02001071

Date: 13-06-2025

Subject Name: Technical Writing

Time: 10:30 AM TO 01:00 PM

Total Marks: 70

Instructions

- 1. Attempt all questions.**
- 2. Make suitable assumptions wherever necessary.**
- 3. Figures to the right indicate full marks.**
- 4. Use of simple calculators and non-programmable scientific calculators are permitted.**

	Marks
Q.1 (a) What is dynamic communication and explain its process.	07
(b) Explain time management.	07
Q.2 (a) Explain report writing in detail.	07
(b) What is technical proposal? Explain its components and steps to write technical proposal.	07
OR	
(b) Explain resume writing with example.	07
Q.3 (a) Discuss presentation strategies in detail.	07
(b) Explain Business letter with an example.	07
OR	
(a) Discuss interview skills in detail.	07
(b) Discuss the Etiquettes for the foreign business trip.	07
Q.4 (a) Discuss critical and creative thinking in communication.	07
(b) Discuss Kinesics in detail.	07
OR	
(a) Explain negotiation skills in detail.	07
(b) Explain Telephone Etiquettes.	07
Q.5 (a) Explain reading in self-development and assessment.	07
(b) Explain Technical Description in detail.	07
OR	
(a) Discuss Paralinguistic features in detail.	07
(b) Explain prioritize in self-development and assessment.	07
