

Enrollment No./Seat No.:

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

Subject Code: BC02001071

Date: 08-12-2025

Subject Name: Technical Writing

Time: 02:30 PM TO 05:00 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 communication? Explain the process of communication with a diagram.	07
(b) What are the important factors that affect time management? Explain how to manage time.	07
Q.2 (a) Write your own resume.	07
(b) What are the characteristics of a technical report and proposals?	07
OR	
(b) As the sales director of Fitness Point, Ahmadabad, draft a mail to students of an engineering college, Ahmadabad, informing them about various packages with a discount for students offered by your gym.	07
Q.3 (a) Write a note on various types of questions asked in a job interview.	07
(b) Write a report on the cultural event of your institute.	07
OR	
(a) Write guidelines to make effective use of visual aids.	07
(b) Explain the importance of being able to say “NO” and why some people are not able to do so.	07
Q.4 (a) Give tips for success in a job interview.	07
(b) Write a short note on: Kinesics & Paralinguistics.	07
OR	
(a) What is a presentation? Explain different purposes for making a presentation.	07
(b) Explain various points about respecting the privacy of others and organizations.	07
Q.5 (a) How can record-keeping help you?	07
(b) As the sales manager of a watch manufacturing company, you conducted a market survey and found that there is a considerable decline in the sales of your watch. Write a short report on your market survey and also suggest steps required to boost the sales of your product.	07

OR

(a) Discuss the main elements of non-verbal communication.

07

(b) Why is reading, listening, and learning important?

07
