

048812185

Subject Code—955

955=1/2

M. C. A. (First Year) EXAMINATION

(5 Years Integrated Course)

COMMUNICATION AND PRESENTATION SKILLS

MCA-106

Time : 3 Hours

Maximum Marks : 50

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

1. Discuss the importance of communication skills in personality development.
2. Enumerate some important essentials of communication skills.
3. Discuss various techniques in effective public speaking.
4. Discuss the importance of audio-visual aids in education.

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5. Enumerate some important preservation aids. How do they enhance the preservation skills?
6. Discuss the importance of post meeting follow-up in event management.
7. What are various steps in the preparation of an effective CV/Resume.
8. Write short notes on any two of the following :
 - (a) Body Language
 - (b) Printed aids
 - (c) Use of power-point
 - (d) Report-writing.