



Guru Jambheshwar University of Science & Technology

MCA-I06 : Communication and Presentation Skills

Total Marks : 50

External : 35

Time : 3 Hour

Internal : 15

Note: Examiner is requested to set eight questions covering the whole syllabi. A candidate is required to attempt any five questions. All questions shall carry equal marks.

1. Communication Skills: Essentials of Communication skills, Small group communication techniques, Group Discussions etc., Public speaking techniques, Body Language, Interview, Workshop, Dress codes.
2. Presentation Skills : a) Presentation aids : Audio aids, Visual aids, Audio-Visual aids, Printed aids.
b) Use of Power points.
c) Meetings : Convening, Prepatation, Managing, Post-meeting Follow up.
3. Written Presentation
 - a) Preparation of C.V./Resume.
 - b) Report writing

Note : Maximum Marks:-100

(**70% Marks** will be awarded by the University & **30% Marks** will be awarded by Institute)

References :

1. K.K. Sinha, "Business Communication", Galgotia Publishing Company.
2. Rajender Pal, J.S. Korlahalli "Essentials of Business Communication", Himalya Publishing House.