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| **SESSION** | **APRIL 2025** |
| **PROGRAM** | **BACHELOR OF COMPUTER APPLICATIONS (BCA)** |
| **SEMESTER** | **I** |
| **COURSE CODE & NAME** | **DCA1106** |
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**Set-I**

**Q1. Define General and Technical Communication. Explain the key differences between General and Technical Communication based on features with examples. Explain the ten principles of communication. 3+7**

**Ans 1.**

**General and Technical Communication with Ten Principles of Communication**

**General and Technical Communication**

Communication is the process of exchanging information, thoughts, or messages between individuals or groups. It plays a central role in personal, social, and professional settings. There are two primary forms of communication: general and technical. General communication is the type used in everyday situations. It is usually informal and spontaneous. For example, casual conversations, social media chats, and friendly emails all fall under general communication. The primary aim is to express emotions, build relationships, or share simple information without strict structure or technical depth.

In contrast, technical communication refers to the structured, precise exchange of specialized

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**Q2. Explain the importance of correct spelling in technical communication. What are the five common misspelled words? 8+2**

**Ans 2.**

**Significance of Correct Spelling in Technical Communication**

Correct spelling is a crucial aspect of technical communication because it ensures clarity, professionalism, and precision in conveying complex or specialized information. Technical documents are often created for specific purposes, such as instructions, user guides, reports, or proposals, where even minor errors can lead to serious misunderstandings or operational failures. For instance, an incorrectly spelled term in an engineering or medical document could alter the interpretation of critical procedures or calculations.

Unlike informal writing, technical communication is expected to maintain high standards of

**Q3. Describe the type of sentences based on structure/function with two examples each. What are the five functions of transitional words for seamless flaw?**

**Ans 3.**

**Types of Sentences Based on Structure and Function with Use of Transitional Words**

**Sentence Types Based on Structure**

Understanding the different types of sentences based on structure is essential for effective writing, especially in technical and academic communication. There are four main sentence types classified based on structure: simple, compound, complex, and compound-complex.

A simple sentence contains only one independent clause with a subject and a predicate. It conveys a complete thought. Example: “The server crashed unexpectedly.” Simple sentences are

**Set-II**

**Q4. Write an email for job application for the post of content editor. Please attach your resume along with the application 7+3**

**Ans 4.**

**Email for Job Application for the Post of Content Editor**

**Introduction and Purpose**

Applying for a job through email has become a standard practice in professional communication. When writing an email for a job application, it is crucial to maintain a formal tone, organize the content properly, and attach the necessary documents, especially the resume. Below is a sample email applying for the position of Content Editor, which follows all professional communication standards.

**Sample Email**

**Subject Line:** Application for the Post of Content Editor

**Email Body:**

Dear [Hiring Manager’s Name],

I am writing to express my keen interest in the position of Content Editor at your esteemed

**Q5.Write a short note on STAR technique. What is the Post-Interview Etiquette. Provide one STAR response sample 4+3 +3**

**Ans 5.**

**STAR Technique and Post-Interview Etiquette with a Sample Response**

**Understanding the STAR Technique**

The STAR technique is a widely used framework for answering behavioral interview questions in a structured manner. STAR stands for Situation, Task, Action, and Result. This method helps candidates present real-life experiences clearly and logically, showcasing problem-solving skills, decision-making abilities, and leadership qualities.

* **Situation:** Describe the context or background of the scenario you faced.
* **Task:** Explain your role or responsibility in that situation.
* **Action:** Discuss the specific steps you took to address the situation.
* **Result:** Share the outcome of your actions, including successes or lessons learned.

This method ensures that interview responses are concise, evidence-based, and relevant to the question being asked. It is especially helpful when answering questions like “Tell me about a

**Q6. What are the key steps involved in preparing a presentation, each crucial for ensuring that your message is clear, engaging, and effectively communicated to your audience 10**

**Ans 6.**

**Key Steps in Preparing a Presentation**

**Step 1: Define Your Purpose and Audience**

The first step in preparing any presentation is to clearly understand the purpose—what message you wish to deliver and what action you want your audience to take. Knowing your audience—whether they are experts, students, or decision-makers—helps you tailor the content, tone, and style accordingly. This ensures relevance and engagement throughout your presentation.

**Step 2: Research and Organize Content**

Once the purpose is clear, the next step is to gather relevant data and supporting materials. This may include facts, case studies, visuals, and quotations. Organize your points logically, starting with an introduction, followed by the body (main arguments), and ending with a conclusion. A