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Dec. 2021
B.Tech. (EIC) - VII SEMESTER
Effective Technical Communication (HSMC-01)

Time : 90 Minutes]   [Max. Marks : 25

Instructions :

1. *It is compulsory to answer all the questions (1 mark each) of Part-A in short.*

2. *Answer any three questions from Part-B in detail.*

3. *Different sub-parts of a question are to be attempted adjacent to each other.*

PART - A

1. (a) Mention any *two* objectives of Technical Communication. (1)

    (b) How is feedback important in communication? (1)

    (c) Importance of note taking. (1)

    (d) What is Apathy? (1)

    (e) What is a resume? Define. (1)

    (f) What are minutes of a meeting? (1)

    (g) Define agenda. (1)

(h) What is a solicited proposal?   (1)

(i) What is an Executive summary?   (1)

(j) What is a full block format?   (1)

PART - B

2. (a) Visual aids are an important part of written technical communication. Elaborate.   (3)

(b) Explain the role of eye-contact in communication. (2)

3. (a) Discuss email etiquette.   (2)

(b) How is general-purpose communication different from technical communication?   (3)

4. What is a project report? Write a project report on the recent project you have done in your college.   (5)

5. (a) Do you agree that listening is more important than speaking? Why or why not?   (3)

(b) What is a letter of enquiry?   (2)

6. (a) Expand and explain the AIDA model.   (2)

(b) How important is to have good presentation skills?

(3)