

Roll No.

Total Pages : 3

002303

January 2023

B.Tech. - III SEMESTER

Effective Technical Communication (HSMC-01)

Time : 3 Hours]

[Max. Marks : 75

Instructions :

1. *It is compulsory to answer all the questions (1.5 marks each) of Part-A in short.*
2. *Answer any four 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) Narrative Discourse. (1.5)
- (b) Ergonomics. (1.5)
- (c) Localization. (1.5)
- (d) Abstract. [1.5]
- (e) Define Solicited Proposal. (1.5)
- (f) Define Agenda. (1.5)

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- (g) Importance of Feedback. (1.5)
- (h) Collaborative writing. (1.5)
- (i) Minutes of Meeting. (1.5)
- (j) Expand AIDA. (1.5)

PART-B

2. (a) What are the distinguishing features of written technical communication? How is it different from general writing? (10)
- (b) List the points that should be borne in mind for using visual aids in an oral presentation. (5)

3. (a) Discuss email etiquettes and enlist the features of a well drafted email. (5)
- (b) Draft a memo for circulation to all the employees of an organization announcing "Swachh Bharat Abhiyan" campaign in order to ensure a cleaner and safer environment. (10)

4. You are Librarian, Pinnacle Institute of Technology, New Delhi. Draft a business letter to place an order for engineering books from Super Publishers, New Delhi stating titles, quantity, terms and conditions applicable to you. (15)

5. (a) Explain the skills and personality traits assessed in group discussion. (5)
- (b) Why is body language important for the interview? What are the points that an interviewee should consider for attending the interview? (10)

6. (a) Discuss various techniques to make good impression in group discussion. (10)
- (b) Explain the merits of writing effective proposals. (5)

7. What are the various parts of the structure of a report? Explain in detail. (15)