

Roll No. ....

Total Pages : 3

**008406**

May 2023

**B.Tech. - (ECE) IVth 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. Write short notes on (Max. 75 words) :

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|----------------------------|-------|
| (a) Localization.          | (1.5) |
| (b) Memorandum.            | (1.5) |
| (c) Note taking.           | (1.5) |
| (d) Brochure.              | (1.5) |
| (e) Etiquette.             | (1.5) |
| (f) Collaborative writing. | (1.5) |
| (g) Hypothesis.            | (1.5) |

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- (h) What is user manual? (1.5)
- (i) Difference between Technical writing and general writing. (1.5)
- (j) Narrative discourse. (1.5)

**PART-B**

- 2. (a) What are the various forms of discourses? Explain with example. (10)
- (b) What are the various factors that determine document design and information? (5)
- 3. (a) How to create an effective Index? (5)
- (b) Draft a memo to the employee of your firm for irregularities and indiscipline in work. (10)
- 4. Write the format of a long report. Discuss its essential elements briefly. (15)
- 5. (a) What do you mean by personality development? Explain the effective ways to develop a sound personality. (5)
- (b) What is Presentation? Explain the tips for making the presentation effective. (10)

- 6. (a) Discuss the format of a 'progress report' of a project. Mention its essential elements. (10)
  - (b) Discuss the importance of goal-setting and enlist some tips to achieve. (5)
  - 7. What are the different types of technical documents? Explain any *five* technical documents with example(s). (15)
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