253 18/12

December 2023

B. Tech (CE (Hindi Medium)/CE/CSE/CSE(AIML)/CE(DS)/CIVIL/ENV) – III SEMESTER

Effective Technical Communication (HSMC-01)

Max. Marks:75

Time: 3 Hours

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

Q1 (a) Name four forms of discourse. (1.5)

(b) Write any three telephone etiquettes. (1.5)

(c) What is meant by business ethics? (1.5)

(d) What is a technical document? (1.5)

(e) What is an "index" in technical writing? (1.5)

(f) Define "Memo". (1.5)

(g) What is an official note? (1.5)

(h) Name any three types of technical documents. (1.5)

(i) Briefly describe "Note Taking". (1.5)

(j) Briefly describe key elements of "Event Report". (1.5)

PART -B

Q2 (a) Explain the strategies you would employ for effective information design and writing for online media. (10)

(b) What are the factors affecting information and document design? Briefly explain with suitable example. (5)

Q3 (a) Elaborate on the steps involved in the technical writing process and how they contribute to creating effective technical documents. (9)

(b) Discuss the human factors that should be considered for enhancing the usability of technical documents. (6)

Q4 (a) Elaborate on time management techniques and how they contribute to self-development. (6)

(b) Explain the importance of different presentation aids and how they enhance the impact of public speaking. (9)

Q5 (a) Describe the best practices for writing different types of business correspondence like business letters, memos, and progress reports. (10)

(b) What is self-assessment and how is it beneficial? (5)

Q6 Write in detail on any three topics given below (15)
i) Engineering Ethics.

O 50301/1440/ 111 /S23

ii) Email Etiquettes.
iii) Editing strategies to achieve appropriate technical style.
iv) Different types of technical documents.
v) Importance of personal goal setting.

Q7 Write short notes on any 5 topics given below. **(15)**

    i)   Single sourcing
    ii)   Career planning
    iii) Minutes of meetings
    iv) Rapid Reading
    v)   Importance of "time estimation" in technical projects
    vi) Collaborative writing
    vii) Graphic Presentation
    viii) Progress Reports

****