

Roll No. ....

Total Pages : 03

**008406**

**May 2024**

**B.Tech. (ECE/FAE) (Fourth Semester)**

**Effective Technical Communication (HSMC-01)**

*Time : 3 Hours]*

*[Maximum Marks : 75*

**Note :** It is compulsory to answer all the questions (1.5 marks each) of Part A in short. Answer any *four* questions from Part B in detail. Different sub-parts of a question are to be attempted adjacent to each other.

**Part A**

1. Write about the following :

- |  |     |
|--|-----|
| (a) Consistency                          | 1.5 |
| (b) Writing for online media             | 1.5 |
| (c) Pronouns                             | 1.5 |
| (d) Importance of revising drafts        | 1.5 |
| (e) Career Planning                      | 1.5 |
| (f) Personal memory                      | 1.5 |
| (g) Importance of presentation aids      | 1.5 |
| (h) Difference between memos and letters | 1.5 |

- (i) Importance of Rapid Reading 1.5
- (j) Creativity. 1.5

**Part B**

- 2. (a) What do you understand by a technical document ? Write an elaborated note on different kinds of technical documents. 10
- (b) What are the factors that affect information and document design ? Elaborate. 5
- 3. (a) Write an elaborate note on advance technical communication. 5
- (b) What is collaborative writing ? Elaborate on the needs and uses of collaborative writing. 10
- 4. You need 100 computers for a newly established office in Gurugram. Write a letter to ABC Technologies asking for a quotation for same. Also mention the specifications of the computers. 15
- 5. (a) Write a note on etiquettes of group discussion. 5
- (b) What are the preparations that should be made before appearing in an interview ? 10

- 6. (a) What do you understand by Business Ethics ? Elaborate. 10
- (b) Importance of managing time. 5
- 7. Write an elaborated note on the role and responsibility of an engineer. 15