

B. TECH.
(SEM-III) THEORY EXAMINATION 2019-20
TECHNICAL WRITING

Time: 3 Hours**Total Marks: 100****Note: 1.** Attempt all Sections. If require any missing data; then choose suitably.**SECTION A****1. Attempt all questions in brief. 2 x10 = 20**

- a. "Know it all" attitude.
- b. What is the importance and need for technical communication?
- c. Write a paragraph using inductive method.
- d. How do we differentiate between Jargons and cliché?
- e. Difference between Journal articles and conference papers.
- f. Importance of note making.
- g. Enlist various types of proposals.
- h. What role does kinesics play in effective presentation?
- i. Why is Agenda called to be the road map of any official meeting?
- j. What is the difference between a CV, Resume and Bio-data?

SECTION B**2. Attempt any three of the following: 10 x 3 = 30**

- a. 'Communication is the life and blood of an organization' Elaborate the statement throwing light on the flow of communication in an organization.
- b. What are the requisites of good sentence writing?
- c. Explain the significance and types of a technical report.
- d. Discuss the meaning, significance and structure of a technical proposal.
- e. Resume is the stepping stone to enter the professional world. Make your resume and invent necessary details.

SECTION C**3. Attempt any one part of the following: 10 x 1 =10**

- (a) What are intrapersonal and interpersonal barriers to communication? Discuss in brief the ways to overcome these barriers.
- (b) Discuss in brief the significance of listening, speaking, reading and writing skills in technical communication.

4. Attempt any one part of the following: 10 x 1 =10

- (a) How could unity in a technical paragraph be brought about? Describe methods/orders of paragraph writing in technical communication.
- (b) Discuss the features of technical writing. How is it different from general writing?

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5. Attempt any *one* part of the following: 10 x 1 =10

- (a) What is a report? Describe the components which are an integral part of its structure.
- (b) Clearly elucidate the meaning of the following terms:
Synopsis writing and Project writing

6. Attempt any *one* part of the following: 10 x 1 =10

- (a) What is Technical Note Making? Explain its technique.
- (b) State the difference between technical articles and research articles.

7. Attempt any *one* part of the following: 10 x 1 =10

- (a) Why do we need Meetings? What are the necessary steps to be taken before calling a meeting? State the tips of writing minutes of meeting.
- (b) Write short note on the following:
Video conferencing and Seminar.