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BTECH
(SEM IV) THEORY EXAMINATION 2021-22
TECHNICAL COMMUNICATION

Time: 3 Hours**Total Marks: 100****Note:** Attempt all Sections. If you require any missing data, then choose suitably.**SECTION A**

1. Attempt *all* questions in brief. **2x10 = 20**

Q.no	Questions	CO
(a)	Discuss the term “Technical Communication”.	1
(b)	Name different styles of reading with suitable examples.	1
(c)	Define Periodic Report with a suitable example.	2
(d)	Differentiate between Seminar and Conference.	2
(e)	Examine the importance of face-to-face communication.	3
(f)	Define Interpersonal Communication.	3
(g)	Illustrate Critical Thinking with at least one example.	4
(h)	Discuss the significance of non-verbal communication.	4
(i)	Examine Intonation and its types.	5
(j)	“Empathy is one the important attributes of a professional personality”. Explore.	5

SECTION B

2. Attempt any *three* of the following: **10x3 = 30**

Q.no	Questions	CO
(a)	Examine various methods of paragraph writing.	1
(b)	Explain Report and discuss different structural elements of a technical report.	2
(c)	Illustrate the four modes of speech delivery that are used for delivering presentations.	3
(d)	Suppose one of your friends is going to deliver a maiden speech and he is nervous. Suggest him some important tips and techniques to overcome stage fear or stage fright?	4
(e)	“Leadership is an action, not a position.” Explain various personality traits that exhibit leadership.	5

SECTION C

3. Attempt any *one* part of the following: **10x1 = 10**

Q.no	Questions	CO
(a)	“It is a specialized form of exposition – a form of discourse, distinguished from other forms in certain essential features”. Explain with reference to the features of Technical Communication.	1
(b)	Summarize Noise and discuss various Barriers to Communication along with suggestions to overcome these barriers.	1

4. Attempt any *one* part of the following: **10x1 = 10**

Qno	Questions	CO
(a)	Assume that you are applying for the post of Engineer in a reputed company. Draft a Job application and a Resume by inventing details yourself.	2


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(b)	Draft a proposal to the Head of your college for establishing a Language Lab equipped with 50 computers in the premises. Invent necessary details yourself.	2
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5. Attempt any one part of the following: 10x1 = 10

Qno	Questions	CO
(a)	Discuss various features of paralinguistics used during the presentation to bring effectiveness in oral speech.	3
(b)	Illustrate significance of Body Language (kinesics) in oral presentation with some relevant examples.	3

6. Attempt any one part of the following: 10x1 = 10

Qno	Questions	CO
(a)	Discuss Interview Skills. Suggest some guidelines before, during, and after the interview.	4
(b)	Examine GD. Suggest some important dos and don'ts of GD in detail with appropriate examples.	4

7. Attempt any one part of the following: 10x1 = 10

Qno	Questions	CO
(a)	Explain and write detailed note(s) on any two of the followings: i) Pronunciation Etiquettes ii) Flow in Speaking iii) Encoding and Decoding Process	5
(b)	Define Professional Personality Attributes with suitable examples. Discuss its' importance at the workplace.	5