

310802	Roll No. _____	Total No of Pages: 3
	310802 B. Tech. III Sem. (Main) Exam., Dec. - 2019 Aeronautical Engineering 3E11-02 Technical Communication	

Time: 2 Hours

Maximum Marks: 80

Instructions to Candidates:

Part – A: Short answer questions (up to 25 words) 5×2 marks = 10 marks. All five questions are compulsory.

Part – B: Analytical/Problem Solving questions 4×10 marks = 40 marks. Candidates have to answer four questions out of six.

Part – C: Descriptive/Analytical/Problem Solving questions 2×15 marks = 30 marks. Candidates have to answer two questions out of three.

Schematic diagrams must be shown wherever necessary. Any data you feel missing may suitably be assumed and stated clearly. Units of quantities used/calculated must be stated clearly.

Use of following supporting materials is permitted during examination. (Mentioned in form No. 205)

1. NIL

2. NIL

PART - A

- Q.1 What is the importance of listening in Technical Communication? [2]
- Q.2 What is the purpose of 'abstract' in Report writing? [2]
- Q.3 What is information design? [2]
- Q.4 How writing for print media is different from online media. [2]
- Q.5 What is technical project proposal? [2]

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PART – B

Q.1 'Engineering profession is highly dependent on technical communication'. Explain the importance of technical communication for engineering students for better job prospects. [10]

Q.2 What do you mean by technical writing? Explain technical writing process in detail. [3+7=10]

Q.3 'Reading instructions and technical manuals require effective reading strategies'. In the light of the above statement, explain the reading strategies for reading instructions and technical manuals. <http://www.mgsuonline.com> [10]

Q.4 Find the error and rewrite the sentence correctly – [10]

- (a) Time and Tide wait for no man.
- (b) The both doctors are good friends.
- (c) This paper is inferior than that.
- (d) He has three son – in-laws.
- (e) The list of items are on the desk.
- (f) I will be going to dance party yesterday.
- (g) What is the time in your watch?
- (h) It takes me a hour to reach the temple.
- (i) Divide this apple among. Robert and David.
- (j) The chief Minister as well as his followers are at the meeting.

Q.5 Write short notes on – [5+5=10]

- (a) Minutes of the meeting
- (b) Style in Technical Communication

Q.6 What is Technical Article? Explain the types of technical articles. [2+8=10]

PART – C

Q.1 Assuming yourself to be the student who aspires to join the technical communication skills programme in Oxbridge Institute of Bangalore. Draft an e-mail to the manager of the programme seeking information such as duration of the programme, course fee, batch timings and necessary details. [15]

Q.2 What is a resume? What are the tips for writing an effective resume? [5+10=15]

Q.3 Make notes with suitable little and write summary of the passage: [7½+7½=15]

There is nothing more frustrating than when you sit down at your table to study with the most sincere intentions and instead of being able to finish the task at hand, you find your thoughts wandering. However there are certain techniques that you can use to enhance your concentration. To begin with, one should attempt to create the physical environment that is conducive to focused thought whether it is the radio, T.V, mobile or noisy neighbors, identify the factors that make it difficult for you to focus. Another important thing is to establish goals for oneself instead of setting a general target and then trying to accomplish it in haphazard fashion. The human mind recognizes fixed goals and appreciates schedules more than random thoughts. Divide your schedule into study and recreation hours. When you study choose a mix of subjects that you enjoy and dislike and save the former for the last.

Try not to sit for more than 40 minutes at a stretch. Take a very short break to make a cup of tea or listen a song and sit down again. Short breaks builds your concentration and refreshes your mind. More than anything else do not get dis heartened concentration is merely a matter of disciplining the mind. It comes with practice and patience and does not take very long to become a habit for life.