

310002

Roll No. _____

Total No. of Pages: 4

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B. Tech. III - Sem. (Main) Exam., (Academic Session 2021- 2022)

3AN1 – 02 Technical Communication

Common to all Branches

Time: 2 Hours

Maximum Marks: 80
Min. Passing Marks:

Instructions to Candidates:

Part – A: Short answer questions (up to 25 words) 2×3 marks = 6 marks.
Candidates have to answer **two** questions out of **five**.

Part – B: Analytical/Problem solving questions 3×15 marks = 45 marks.
Candidates have to answer **three** questions out of **six**.

Part – C: Descriptive/Analytical/Problem Solving questions 1×29 marks = 29 marks.
Candidates have to answer **one** 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 material is permitted during examination.
(Mentioned in form No. 205)*

1. NIL

2. NIL

PART – A

✓ Q.1 What is the difference between general and technical communication?

Q.2 What are the steps of reading a technical text?

Q.3 Define Technical Report.

Q.4 What do you understand by the term “Linguistic Ability” in technical communication?

✓ Q.5 What is the difference between external and internal communication?

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PART - B

Q.1 What is the importance of technical communication?

Q.2 Provide a suitable title and make a note of the paragraph in any format.

Conversation is indeed the most easily teachable of all arts. All you need to do in order to become a good conversationalist is to find a subject that interests you and your listeners. There are, for example, numberless hobbies to talk about. But the important thing is that you must talk about other fellow's hobby rather than yours own. Talk to your friend about the things that interest them, and you will get a reputation for good fellowship and a brilliant mind. There is nothing that pleases people so much as your interest in their interest. It is just as important to know what subject to avoid and what subjects to select for good conversation. If you don't want to be set down as a bore, be careful to avoid certain unpleasant subjects. Avoid talking about yourself, unless you are asked to do so. Be mentally quick and witty. Finally try to avoid mannerism in your conversation.

Q.3 What are the different strategies for reading a technical text?

Q.4 What are the do's and dont's of writing an email?

Q.5 What are the characteristics of a technical report?

Q.6 Read the following sentences carefully and edit them for grammatical accuracy:

- (A) There is many solutions to this problem
- (B) All of us-Ravi, Arshad, Kavita and meare coming to the party.
- (C) If I had time, I will complete the report tomorrow.
- (D) You would not be so upset if you were not choosing your friends carelessly.
- (E) I wish you will not be late for the class.
- (F) You should keep on visit the library for collecting sufficient data for your report.
- (G) If you worked hard, you would have got a good grade.
- (H) We could complete the assignment if it was not so late.
- (I) Dr. Anil Sinha eating along with his children, were present in the function.
- (J) Having just taking his dinner, he was not ready to have even a soft drink.

PART – C

Q.1 Explain the features of a well – written minutes.

Q.2 Write brief notes on the following -

- (i) Significance of reports
- (ii) Informational and analytical reports
- (iii) Routine and special reports
- (iv) Oral and written reports
- (v) Formal and non-formal reports

Q.3 Assume that you are Anil Saxena, the purchase Manager of Alpha Engineering Company, Salt Lake City, Kolkata. Your company sent an order for 15 HP scanners to National Systems Limited, Electronics City, Hosur Road, Bangalore on July 3, 2004, but received only 12 scanners. Write a letter to Suresh Gautam, the GM (Sales and Marketing) of NSL making a complaint and asking him to send the remaining 3 scanners.

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