

S.No. : 254

BHS 3201

No. of Printed Pages : 04

Following Paper ID and Roll No. to be filled in your Answer Book.

PAPER ID : 39911

Roll
No.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

B. Tech. Examination 2021-22

(Even Semester)

TECHNICAL COMMUNICATION

Time : Three Hours]

[Maximum Marks : 60

Note :- Attempt all questions.

SECTION – A

1. Attempt all parts of the following : 1 × 8 = 8

(a) Define technical communication.

(b) What is decoding?

(c) Define a letter of sale.

(d) What is paraphrasing?

[P. T. O.

- (e) Give two examples of word formation through compounding.
- (f) What is inductive method of paragraph writing?
- (g) Define Haptics.
- (h) Explain impromptu speech.

SECTION – B

2. Attempt any two parts of the following : $2 \times 6 = 12$

- (a) What are the features of technical communication? How it is different from general communication? Discuss.
- (b) What are the essentials of a good paragraph writing?
- (c) Write short notes on the following :
 - (i) Downward communication
 - (ii) Online communication
- (d) What is the difference between verbal and non-verbal communication?

SECTION – C

Note:- Attempt all questions Attempt any two parts
from each questions. $8 \times 5 = 40$

3. (a) What are the steps in communication? Discuss in detail.
- (b) Discuss language as a tool of communication.
- (c) What are the requisites of a good paragraph constructor?.
4. (a) Explain barriers to communication.
- (b) Write a resume (as a sales manager). Devise necessary details
- (c) What are the modes of presentation? How manuscript is different from memorisation?
5. (a) Explain features of paralanguage.
- (b) Define audience analysis and locate is the key to successful presentation? How?
- (c) Write a cover letter for the post of assistant engineer.

[P. T. O.]

6. (a) What are the 7cs of technical communication?
- (b) What is reprot writing? Discuss the different types of report.
- (c) How do you define interview? Discuss types of interview.

⌘⌘⌘