

**Third Semester B. E. (Computer Science and Engineering)
Examination**

TECHNICAL COMMUNICATION

Time : 3 Hours]

[Max. Marks : 60

Instructions to Candidates :—

- (1) All questions carry marks as indicated against them.
- (2) Assume suitable data wherever necessary.
- (3) Due credit will be given to neatness and adequate dimensions.
- (4) Illustrate answers with neat sketches wherever necessary.
- (5) Mobile phones are strictly prohibited in examination hall.

1. (a) Explain the importance of multiculturalism in writing with examples. 10 (CO 2)
- (b) How do memos, letters and emails differ from each other ? 10 (CO 3)

OR

2. (a) Explain in detail the process of Prewriting, Writing and Rewriting in Technical Communication. 10 (CO 1)
- (b) Explain different types of interviews with examples. 10 (CO 5)
3. Write a short note on the following :— 15
 - (i) Criteria for effective tables and figures. (CO 4)
 - (ii) Tips for using Power Point. (CO 5)
 - (iii) Audience Recognition. (CO 2)
4. An international, rapidly growing manufacturing company seeks a highly competent, organized and dependable executive administrative assistant. He must be an engineering graduate. He must possess excellent communication skills and good command over internet navigation

as well as word processing and presentation programs. In addition to basic business knowledge in finance, marketing and management, an understanding of manufacturing in a global market would be desirable. Apply to the Director of human resources at Flat No. 65/8, Airport Road, Kolkata with structured resume. 10 (CO 5)

5. (a) Assume that as a Project Development Officer you have been asked by the National Institute of Computer Education, Central Building, 54/333, Ring Road, New Delhi-110 031 to set up a communication technology center at your town for training professionals in the use of the latest technological aids for face-to-face and distance communication. Write the proposal for the same. 5 (CO 3)
- (b) Do as directed —
- (a) Students ought to wear uniform. (Change the voice)
 - (b) There is nothing like honesty in this world. (Change into interrogative sentence)
 - (c) He said that he was innocent. (Change into Simple Sentence)
 - (d) Chennai is one of the hottest cities in India. (Change into Positive Degree)
 - (e) He as well as his brother are fools. (Correct the sentence)
 - (f) He said, “God rules and governs everybody”. (Change into Indirect Speech)
 - (g) The President of the corporation, a woman, met with her sales staff. (Avoid sexist Language)
 - (h) The poet wrote _____ eulogy for the village priest. (Use appropriate article)
 - (i) When the meeting was called to give an order all members were present including susan bailey the president and rosy joseph the vice president ? (Add punctuations wherever necessary)
 - (j) Corporate officers can have personal computers tied into the network so that they can _____ with any of the other systems on the network.
(I) Interact (II) conduct (III) connect (IV) relate
(Select the most appropriate word to correctly fill in the blank.) 10 (CO 4)