

Course Code : HUT 204

EVFU/MW – 18 / 6021

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

TECHNICAL COMMUNICATION

Time : 3 Hours]

[Max. Marks : 60

Instructions to Candidates :—

- (1) All questions are compulsory.
 - (2) All questions carry marks as indicated against them.
 - (3) Due credit will be given to neatness and adequate dimensions.
 - (4) Assume suitable data and illustrate answers with neat sketches wherever necessary.
1. What are the objectives of technical writing ? Explain with examples the significance of these objectives when writing at work. 10(CO 1)
 2. Pushpa Stores, a dealer in cosmetic wishes to place an order with Orient Productions, manufacturers of herbal cosmetics items. Write a letter of order to the sales manager mentioning that the goods be sent by train to Nagpur. Mention also the mode of payment. 7(CO 2)
 3. Draft a memo using mind mapping techniques for the given situation.
A major project is being introduced at work. Attempt a memo informing your work team of their individual responsibilities and schedules. 8(CO 2)
 4. Discuss the important elements of document design. 10(CO 3)
 5. (a) What are the important criteria of drafting a good proposal ? 10

OR

- (b) What are the important criteria that constitute a well constructed summary? 10(CO 3)

6. (a) Discuss the Do's and Don'ts of Group Discussion. 10(CO 5)

OR

- (b) Throw a light on various aspects of power point presentation. 10(CO 5)

7. Do as Directed any **Five** :—

- (i) To love one's country is as important as loving oneself.
(Change it into comparative degree)
- (ii) Neither of brothers were sincere to the work.
(Rewrite the sentence removing error)
- (iii) The army found it difficult to cross the river as they did not have long ropes.
(Change into passive voice)
- (iv) No decisions on this matter can ——— till next morning.
(Use right form of the verb)
- (v) "We visited her this morning", the nurse told. (Change into indirect speech)
- (vi) Have you ever been fingerprinted (Use the correct punctuation)
- (vii) Property was divided ——— pieces ——— the brothers
(Use appropriate propositions). 5(CO 4)