

Course Code : HUT 204

JSRK/MW – 17 / 2020

**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) Write definition, importance and characteristics of technical writing. 10 (CO 1)
- (b) Write a user manual for Acer 17 Laptop. Assume data wherever necessary. 10 (CO 2)

OR

2. (a) Enlist the strategies for successful collaboration at workplace. 10 (CO 1)
- (b) Explain the essential and optional components of a letter. 10 (CO 4)
3. (a) Draft a flyer/pamphlet on "Fire Protection Technique". 5 (CO 4)
- (b) Explain the process for drafting a proposal. 5 (CO 3)
4. (a) What is the purpose of group discussion ? Explain the personality traits tested in group discussion. 10 (CO 5)
- (b) Write short notes on the following :—
 - (i) Different types of formal oral presentations. (CO 5)
 - (ii) Tips for effective email. 10 (CO 3)

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Contd.

5. (a) Your department needs a new piece of equipment to perform work. Write a memo requesting this equipment to the authority. Justify the need for the equipment and give the date when the equipment is needed.
5 (CO 3)
- (b) Do as directed :
- (i) The policemen and the firemen rushed to the scene of the accident. (Avoid sexist language)
 - (ii) This play is _____ one man show. (Use appropriate article)
 - (iii) Fatigue is a common cause of _____ in machines.
(I) Weakness (II) Failure (III) Looseness (IV) Strength
(Select the most appropriate word to correctly fill the blank)
 - (iv) Had he written the article ? (Change the Voice)
 - (v) No other newspaper in India is as interesting as Chronicle.
(Change into Superlative Degree). 5 (CO 4)