

Course Code : HUT 201

ITSJ/RW – 17 / 1332

**Fourth Semester B. E. (Computer Science and Engineering /
Information Technology) Examination**

TECHNICAL COMMUNICATION

Time : 3 Hours]

[Max. Marks : 60

Instructions to Candidates :—

- (1) All questions are compulsory.
- (2) Due credit will be given to neatness and adequate dimensions.
- (3) Assume suitable data and illustrate answers with neat sketches wherever necessary.

1. What is technical communication ? Explain how conciseness can be achieved.
10 (CO 1)
2. Explain the reason behind the following (50 words) :—
 - (i) Writing a covering letter
 - (ii) Writing a letter of inquiry.
 - (iii) Writing a buffer paragraph in a bad news letter.
 - (iv) Enclosure and copy notation in a letter.
 - (v) Directive conclusion in a letter. 10 (CO 2)
3. What are the aspects that need to be kept in mind in order to ensure effective document design ?
10 (CO 3)
4.
 - (a) What are the components and criteria of writing a research paper for a journal ?
10 (CO 4)
 - (b) Explain the criteria for writing a progress report. 5 (CO 4)
5. What are the various aspects to be kept in mind while making a power point presentation ?
10 (CO 5)

ITSJ/RW-17 / 1332

Contd.

6. Replace or add the correct punctuation in the following sentences and rewrite :—

- (i) We are at Gods' mercy.
- (ii) Marie Curie was a great scientist.
- (iii) Do you understand what I say.
- (iv) Oh, you fool. Listen to me first and then decide.
- (v) Following employees will be going for the workshop.
Dr. Mehta, Dr. Gokhale and Dr. Chib.

5 (CO 6)