

Course Code : HUT 204

MQNR/MW – 19 / 9536

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

TECHNICAL COMMUNICATION

Time : 3 Hours]

[Max. Marks : 60

Instructions to Candidates :—

- (1) Mobile phones are not allowed in the examination hall.
 - (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.
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1. 'Audience recognition is important for effective communication'. Explain this sentence by elaborating on the types of audience. 10(CO2)

 2. Write on any **One** of the following :— 10
 - (i) Essential components of a Resume. (CO3)
 - (ii) Criteria for writing a feasibility report. (CO3)
 - (iii) Methods to achieve conciseness in a document. (CO1)

 3. What are the four aspects that have to be kept in mind to ensure effective document design ? 10(CO4)

 4. Explain the criteria for writing an abstract and an executive summary. 10(CO3)

 5. Assume that you are sitting for the placement process and have been asked to be part of the first round. The HR expert gives your group the topic "Swacch Bharat is a success or a failure as a campaign". As a candidate you are competing to be selected in this round. Explain how you will put your points in the group discussion and what strategies you will use to be an effective member/leader of the group discussion ? 10(CO5)

MQNR/MW-19 / 9536

Contd.

6. (a) Identify and write the proper and common nouns in each sentence below :
- (i) Oranges can be bought from Reliance Fresh.
 - (ii) The Tribune is a good newspaper. 2(CO4)
- (b) Identify and write the adjectives in the following sentences :
- (i) Give me some advice
 - (ii) The upper floor of the house is meant for guests. 2(CO4)
- (c) Choose the correct form of verbs in each of the sentences given below:
- (i) He fall/fell from the steps and broke his leg.
 - (ii) At the far end of the road, a tree was being saw/sawed. 2(CO4)
- (d) Identify and write the prepositions used in the following sentences :
- (i) The Gujarat earthquake registered 8.1 on the Richter Scale.
 - (ii) What do you think about global warming ?
 - (iii) The officer lives in a large bungalow.
 - (iv) Oh! How painful ! I have never heard of such a tragedy. 4(CO4)