

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

1. From the text given below create a table and present its analysis using the correct format. Ensure that all the five objectives of technical communication are fulfilled. Mention in your answer how each objective is achieved through the table :

As per the State of Environment report of Orissa for 2006, published by Orissa State Pollution Board, Govt of Orissa, in case of six opencast coal mines, forest area has been lost. In case of Balanda opencast Mines, there is 1045.75 ha of forest land including reserve forest out of which 245 ha. is lost to mining activities and 315 ha. will be lost to mining. In case of Lingaraj opencast Mines, there is 240.804 ha of forest land including reserve forest out of which 6.71 ha. is lost to mining activities and 109.687 ha. will be lost to mining. In case of Bharatpur opencast Mines, there is 198.171 ha of forest land including reserve forest out of which 65.01 ha. is lost to mining activities and 133.161 ha. will be lost to mining. In case of Ananta opencast Mines, there is 146.00 ha of forest land including reserve forest out of which 74.00 ha is lost to mining activities and 82.00 ha. will be lost to mining. In case of Jagannath opencast Mines, there is 106.16 ha of forest land including reserve forest out of which 100 percent has been lost to mining. In case of Kalinga opencast Mines, there is 85.201 ha of forest land including reserve forest out of which 71.03 percent will be lost to mining.

15 (CO 1)

2. Why is audience recognition important for effective communication ? Explain the types of audience. 10 (CO 2)
3. Write a final progress report to your Technical Communication teacher on your class group assignment. Explain about the tasks in the assignment, the progress you made, and what kind of skills the peer evaluation process helped you develop. 10 (CO 3)

4. What steps can you take to make a document visually effective ? 10 (CO 4)
5. (a) Use appropriate punctuation in the following sentences :
(1) What are you doing next weekend
(2) The girls father sat in a corner. 2 (CO 4)
- (b) Rewrite the following sentences after removing **ONLY** the redundancies :
(1) Let me summarize briefly
(2) We also have ATM machines inside the base
(3) New innovations will move our industry forward. 3 (CO 4)
6. (a) Using a visual technique of flowcharting, present the steps you will follow to seek employment. 5 (CO 5)
- (b) Explain five 'dos' to make effective Powerpoint slides. 5 (CO 5)