



**KANPUR INSTITUTE OF TECHNOLOGY**  
(An Autonomous Institute of AKTU, Lucknow)  
A-1, UPSIDC Industrial Area, Rooma, Kanpur-208001 (U.P.) India

EVEN SEM SUMMATIVE EXAM, AY: 2024-25	PROGRAM: B. TECH	ROLLNO:
SUBJECT CODE: AII12020	BRANCH: CSE, IT, MM	SECTION:
SUBJECTNAME: TECHNICAL COMMUNICATION	SEMESTER: II	FACULTY NAME: NEELAM UPADHYAY

Time: 2hrs

Total Marks: 30

Note: Attempt all Sections

**Attempt all questions for CO1**

Attempt all questions		02 x 01=02	BL
1a.	Why is effective communication important in the professional world?		
1b.	What is the purpose of a preposition?		

Attempt any one question		01x 04=04	BL
2a.	Explain the different types of professional communication (written, verbal, non-verbal). How can individuals use each type effectively? OR What are some common barriers to effective communication? How can individuals overcome these barriers		
2b.	Explain the role of prepositions and conjunctions in sentence structure. Provide examples of how they can be used effectively. OR How can individuals improve their verbal communication skills? Provide tips and strategies		

**Attempt all questions for CO2**

Attempt all questions		02 x 01=02	BL
3a.	What is the purpose of a memo in business writing?		
3b.	What is subject-verb agreement?		

Attempt any one question		01x 04=04	BL
4a.	Discuss the importance of clarity and conciseness in professional writing. Provide tips for writing clearly and concisely. OR Discuss the importance of email etiquette in business communication. Provide tips for writing effective emails.		
4b.	What are some common editing techniques used in professional document editing? How can individuals improve their editing skills? OR Discuss the importance of active listening in effective communication. Provide techniques for improving listening skills.		

**Attempt all questions for CO3**

Attempt all questions		02 x 01=02	BL
5a.	How can body language and gestures enhance a presentation?		
5b.	What are some strategies for dealing with challenging questions?		

Attempt any one question		01x 04=04	BL
6a.	What are some strategies for overcoming public speaking anxiety? How can individuals build confidence in public speaking? OR Explain the importance of structuring a presentation. What are some key elements to included in a presentation?		
6b.	Discuss the role of body language and gestures in public speaking. How can individuals use non-verbal cues to enhance their message? OR How can individuals handle Q&A sessions effectively? What are some strategies for responding to questions confidently?		

**Attempt all questions for CO4**

Attempt all questions		02 x 01=02	BL
7a.	What is the significance of facial expressions in non-verbal cues?		
7b.	How can team communication be improved in a professional setting?		

Attempt any one question		01x 04=04	BL
8a.	How can cultural differences in non-verbal communication affect professional relationships? Provide examples. OR Convert Direct to Indirect Speech* 1. "I will attend the meeting," said John. 2. "I love this restaurant," said Emily. 3. "I am working on a project," said David. 4. "I will call you later," said Sarah.		
8b.	Discuss the importance of networking skills in building effective professional relationships. What are some strategies for networking effectively? OR Explain the usage of modal verbs in expressing degrees of possibility, ability, and obligation. Provide examples.		

**Attempt all questions for CO5**

Attempt all questions		02 x 01=02	BL
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9a.	What is the importance of being aware of cultural norms in professional settings?	
9b.	How can cultural differences impact communication styles?	

Attempt any one question		01x 04=04	BL
10a.	<p>How can dining etiquette impact professional relationships? Provide tips for dining etiquette in a professional setting</p> <p>OR</p> <p>Identify the sentences-</p> <ol style="list-style-type: none"> <li>1. The manager wrote the report. (Active/Passive?)</li> <li>2. "I will finish the project by tomorrow," said John. (Direct/Indirect?)</li> <li>3. The package was delivered yesterday. (Active/Passive?)</li> <li>4. She said that she would attend the meeting. (Direct/Indirect?)</li> </ol>		
10b.	<p>Convert it into Active to Passive Voice*</p> <ol style="list-style-type: none"> <li>1. The chef cooks the meal.</li> <li>2. The manager wrote the report.</li> <li>3. The team is developing the software.</li> <li>4. The teacher graded the papers.</li> </ol> <p>OR</p> <p>Discuss the importance of respecting cultural differences in the workplace. How can individuals demonstrate cultural sensitivity?</p>		