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Subject Code: AASL0401/AMIASL0401

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**NOIDA INSTITUTE OF ENGINEERING AND TECHNOLOGY, GREATER NOIDA**

(An Autonomous Institute)

Affiliated to Dr. A.P. J Abdul Kalam Technical University, Uttar Pradesh, Lucknow

Course: B Tech

Branch: CSE/IT/IOT/AI/DS/AIML/ECE/ME/M.Tech (Int.)/CS/BT

Semester: IV

Examination: PUT

Year- (2021-22)

**TECHNICAL COMMUNICATION**

Time: 2:00 Hrs

Max. Marks:60

**General Instructions:**

1. This Question paper consists of..... pages & ..... questions. It comprises of three Sections -A, B, & C.
2. **Section A** -Q.No- 1 is Very short answer type questions carrying 1 mark each, Q. No- 2 is short answer type Question carrying 2 mark each. You are expected to answer them as directed.
3. **Section B** -Q.No-3 is Short answer type questions carrying 5 marks each. Attempt any four out of five questions given.
4. **Section C** -Q. No-4 is Long answer type questions carrying 6 marks each. Attempt any four out of six questions given.

**SECTION – A**

1. Attempt <u>all</u> parts (Very Short Answer Type)-			[8x1=08]	
1-a.	A memo is: A. A letter B. A notice C. A report D. All of these		(1)	CO3
1-b.	MLA means A. Modern Language of America B. Modern Linguistic Association C. Modern Language Association D. Modern Listing Association		(1)	CO3
1-c.	Which of these is not an ingredient of effective business communication? A. Purpose B. Strategy C. Arrogance		(1)	CO4



	D. Leadership		
1-d.	The proper mobile etiquette in a meeting should be to: A. turn off your phone B. use silent or vibration mode C. keep your phone on and let it ring D. talk on phone at the meeting	(1)	CO4
1-e.	Which of these is not an ingredient of a presentation? A. Purpose B. Focusing C. Planning D. Arguing	(1)	CO4
1-f.	Which of these must be avoided in a technical report? A. Facts B. Objective evaluation C. Logical conclusion D. Subjective evaluation	(1)	CO5
1-g.	Which citation style is generally used in the technical field? A. APA B. MLA C. IEEE D. ABDC	(1)	CO5
1-h.	Can multiple submissions of work be treated as plagiarism? A. Yes B. No	(1)	CO5
2.	Attempt <u>all</u> parts (Short Answer Type)	[4×2=08]	
2-a.	What is a technical report? What is its use for engineers?	(2)	CO3
2-b.	Write any two objectives of Seminar Presentation.	(2)	CO4
2-c.	What are the four main types of writing?	(2)	CO5
2-d.	Differentiate between Copy editing and Proofreading.	(2)	CO5
<b>SECTION – B</b>		[4x5=20]	
3.	Attempt any <u>four</u> out of five questions-	(5)	CO3
3-a.	What is the difference between a Preface and a Table of Content? Imagine that you are writing a Project Report, write the content of the Preface and also create a Table of Content of the same.		



3-b.	What are the different types of meetings conducted in an organisation? Explain each in detail.	(5)	CO4
3-c.	Discuss the do's and don'ts of an interview. Answer the following interview questions: i. Tell me about yourself ii. How do you see your career developing in 5 years?	(5)	CO4
3-d.	Write a short report on a project that you have undertaken for your department. Invent necessary details.	(5)	CO5
3-e.	What is Referencing? What should be put in a reference?	(5)	CO5

### **SECTION – C**

4.	Attempt any <u>four</u> out of six questions-	[4×6=24]	
4-a.	Write a proposal for receiving govt. grant for setting up a manufacturing unit for computer appliances. Be imaginative and invent details. Your proposal should include Introduction, Technical section, Management section, Cost section, and Conclusion.	(6)	CO3
4-b.	What are the four aspects of voice modulation? Explain each in detail.	(6)	CO4
4-c.	What do you mean by Agenda? How is it helpful for a meeting? Prepare a Meeting Agenda of Pyramid InfoTech Ltd. inventing all the necessary details.	(6)	CO4
4-d.	What are the skills required to give an effective presentation?	(6)	CO4
4-e.	'Writing style depends highly on the type of writing that you want to use for the target audience.' In the light of the given statement write about the different types of writing styles? Write a paragraph in the persuasive style.	(6)	CO5
4-f.	What is Ethical Writing? Why is it important to maintain ethics in writing?	(6)	CO5

————THE END ————