B.TECH
(SEM IV) THEORY EXAMINATION 2022-23
TECHNICAL COMMUNICATION

Time: 3 Hours   *Total Marks: 100*

Note: Attempt all Sections. If require any missing data; then choose suitably.

SECTION A

1.   **Attempt *all* questions in brief.**   **2 x 10 = 20**

   (a)   Recall skimming and scanning in reading comprehension.
   (b)   List out the advantages of horizontal flow of communication.
   (c)   Associate clarity and concise with the effectiveness of technical communication.
   (d)   Differentiate between routine and Special Report.
   (e)   Determine the factors responsible for retention of audience interest in any presentation.
   (f)   Examine the difference between classroom presentation and individual conferencing.
   (g)   Show the importance of Gestures and postures during an interview.
   (h)   Illustrate the solution of overcoming semantic barriers in communication.
   (i)   Outline the definition of Diphthong and support with two suitable examples.
   (j)   Determine the number of syllables in the following words:
      (i)   Go
      (ii) Examination

SECTION B

2.   **Attempt any *three* of the following:**   **10x3=30**

   (a)   Summarize various elements of communication process with special reference to encoding and decoding process.
   (b)   Explain the steps involved in delivering the expert technical lecture.
   (c)   "Stage-fright is one of the major barriers to an effective presentation." Illustrate.
   (d)   In addition to verbal and nonverbal communication competence, a business communicator's professional success can be enhanced by categorizing other categories of competence. Discuss
   (e)   Outline the role of Intonation in Speaking with some suitable examples.

SECTION C

3.   **Attempt any *one* part of the following:**   **10x1=10**

   (a)   "The single most significant characteristic of the human race is the ability to communicate." Describe the importance and features of technical communication.

   (b)   Explore different levels of Communication with the pictorial presentation of organizational hierarchy.

4. **Attempt any *one* part of the following:** 10x1=10

(a) Suppose you are going to establish a Research & Development Cell in your organization. You require 30 computers to establish a Lab for research there. Now write and illustrate a proposal to the Manager by inventing necessary detail yourself. Invent the necessary details.

(b) Release a report on the increasing number of IITs and the compromises made in the quality of education due to this initiative. Quote some examples with special reference to its impact on students.

5. **Attempt any *one* part of the following:** 10x1=10

(a) Determine the paralinguistic features of presentation strategies? Discuss

(b) Show in detail the use of body language in making formal presentation effective.

6. **Attempt any *one* part of the following:** 10x1=10

(a) Analyze how a seminar/conference presentation can be structured.

(b) Outline the importance of group discussion and Suggest some do's and don'ts of group discussion.

7. **Attempt any *one* part of the following:** 10x1=10

(a) Determine Speech and Professional Personality Attributes with suitable examples. Discuss its' importance at workplace.

(b) Investigate the importance of Empathy, Competence, and positive attitude for a good leader.