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**BTECH**  
**(SEM IV) THEORY EXAMINATION 2021-22**  
**TECHNICAL COMMUNICATION**

**Time: 3 Hours****Total Marks: 100****Note:** Attempt all Sections. If you require any missing data, then choose suitably.**SECTION A****1. Attempt all questions in brief.****2x10 = 20**

Q.no	Questions	CO
(a)	Discuss the term “Technical Communication”.	1
(b)	Name different styles of reading with suitable examples.	1
(c)	Define Periodic Report with a suitable example.	2
(d)	Differentiate between Seminar and Conference.	2
(e)	Examine the importance of face-to-face communication.	3
(f)	Define Interpersonal Communication.	3
(g)	Illustrate Critical Thinking with at least one example.	4
(h)	Discuss the significance of non-verbal communication.	4
(i)	Examine Intonation and its types.	5
(j)	“Empathy is one the important attributes of a professional personality”. Explore.	

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

Q.no	Questions	CO
(a)	Examine various methods of paragraph writing.	1
(b)	Explain Report and discuss different structural elements of a technical report.	2
(c)	Illustrate the four modes of speech delivery that are used for delivering presentations.	3
(d)	Suppose one of your friends is going to deliver a maiden speech and he is nervous. Suggest him some important tips and techniques to overcome stage fear or stage fright?	4
(e)	“Leadership is an action, not a position.” Explain various personality traits that exhibit leadership.	5

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

Q.no	Questions	CO
(a)	“It is a specialized form of exposition – a form of discourse, distinguished from other forms in certain essential features”. Explain with reference to the features of Technical Communication.	
(b)	Summarize Noise and discuss various Barriers to Communication along with suggestions to overcome these barriers.	1

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

Qno	Questions	CO
(a)	Assume that you are applying for the post of Engineer in a reputed company. Draft a Job application and a Resume by inventing details yourself.	2



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(b)	Draft a proposal to the Head of your college for establishing a Language Lab equipped with 50 computers in the premises. Invent necessary details yourself.	
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**5. Attempt any *one* part of the following: 10x1 = 10**

Qno	Questions	CO
(a)	Discuss various features of paralinguistics used during the presentation to bring effectiveness in oral speech.	3
(b)	Illustrate significance of Body Language (kinesics) in oral presentation with some relevant examples.	3

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

Qno	Questions	CO
(a)	Discuss Interview Skills. Suggest some guidelines before, during, and after the interview.	4
(b)	Examine GD. Suggest some important dos and don'ts of GD in detail with appropriate examples.	4

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

Qno	Questions	CO
(a)	Explain and write detailed note(s) on any two of the followings: i) Pronunciation Etiquettes    ii) Flow in Speaking iii) Encoding and Decoding Process	5
(b)	Define Professional Personality Attributes with suitable examples. Discuss its' importance at the workplace.	5