**Question Bank**

**TECHNICAL COMMUNICATION (KAS 401)**

**UNIT 1:**

Q.1: What are the 4 devices to attain coherence?

Q.2: Discuss the essential of paragraph writing?

Q.3: What is a topic sentence?

Q.4: What is spatial method?

Q.5: Define a Sentence, Phrase and Clause?

Q.6: What is reading comprehension? Point out the necessary elements of good reading.

Q.7: What are the two popular methods of reading speedily?

Q.8: What are two basic forms of communication?

Q.9: Differentiate between interpersonal and intrapersonal barriers?

Q.10: In what direction can information travel within an organisation's formal hierarchy?

Q.11: Name the factors on which depends the Choice of Style in Technical Communication? Q.12: What are the devices for developing a paragraph? Write a paragraph on inductive method of Writing.

Q.13: Write a short note on: a) Emphasis b) Skimming method

Q.14: What is body language? How do the physical movements of the body helps in communication?

Q.15: Are Accuracy and Brevity and Clarity said to be the prime features of Technical written communication?

Q.16: Discuss organisational barriers to technical communication in a professional organisation. Suggest the ways to overcome it.

Q.17: Enumerate the merits and demerits of upward communication?

Q.18: What is reading comprehension? What measures should be adopted by the reader for good reading comprehension.

Q.19: Give the characteristics of technical writing .

Q.20: Discuss the tips to achieve good style of Technical written communication?

Q.21: Explain how language is an encoding and decoding device?

Q.22: What are the techniques of technical writing .Explain briefly .

Q.23:Define technical communication with example .

Q.24:How can you say that language is artificial ?

Q.25:What is space language?

Q.26:What are social psychological barriers?

Q.27:What is noise ?

Q.28: Discuss the breakdown in communication process at organisational level.

Q.29: Write a detailed note on important feature of Technical communication .

Q.30: Effective writing is essential for business success. Justify the statement .

Q.31: Suggest the ways to overcome the communication barriers.

Q.32: What is reading comprehension? What measures should be adopted by the reader for good reading comprehension ?

Q.33: Describe barriers to effective communication .How they are created and ways to overcome?

Q.34: Language is a tool of effective communication .Justify the statement.

Q.35: What do you understand by the breakdown in communication?

Q.36: What do you mean by critical reading?

Q.37: Elaborate the requisites for an effective sentence construction.

Q.38: What is reading comprehension? Explain different types of reading.

**Unit-2**

Q.1. What is report? Give any two definitions.

Q.2. Summarize the features, importance, formats and structure of report.

Q.3. What is the difference between thesis and project?

Q.4. What is synopsis? What is the role of synopsis for thesis and project?

Q.5. What are the stages/step/methods to prepare thesis?

Q.6. Explain technical research paper with its structure.

Q.7. Seminar presents our findings. Explain the role of seminar paper writing in academics.

Q.8. Does conference paper writing different to seminar? Give comments

Q.9. In the consideration of the best knowledge for the students institutes arrange expert

technical lecture to provide them good theoretical as well as practical aspect of the

respective field. Give your comments in reference to the ‘expert technical lecture’.

Q.10. Define 7 C’s of effective business writing.

Q.11. To succeed in today’s job market, you have to think of your resume as an

advertisement targeted towards your future boss. Keeping this view in your mind,

frame your chronological resume along with cover letter/job application.

Q.12. Give the definition of proposal along with its structure

Q.13. What is AIDA? Explain the characteristics of proposal.

Q.14. Give a brief note on RFP and IFB.

Q.15. Define the types of proposal.

Q.16. You have recently joined a company as a technical expert. Write a report to the

Managing Director regarding the need for improvement of the communication system

in the company.

Q.17. Write a Technical proposal to the head of your organization for building a gymnasium

hall in the premises. Invent necessary details along with cost estimate.

Q.18: What is the difference between Seminar & Conference?

Q.19: Define Synopsis.

Q.20: Explain Technical Research Paper with its structure.

Q.21: What is a Proposal? Draft a Technical Proposal for establishing a computer centre in

your organization. Invent necessary details yourself.

**Unit -3**

Q-1- State the difference between Interpersonal and Impersonal communication.

Q-2- What is the role of emotion in Public Speaking?

Q-3- Write a short note on: (a) Class-room presentation (b) Individual conferencing.

Q-4- What is the role of Audience Analysis and Audience retention in presentation?

Q-5- What is locale?

Q-6- Mention any two characteristics of interpersonal communication.

Q-7- What do you mean by individual conferencing?

Q-8- What is meant by theme presentation?

Q-9- Name two types of presentation?

Q-10- Discuss the ways to develop audience profile.

Q-11- What is classroom presentation? Write down the methods of classroom presentation.

Q-12- Write a note on modes of presentation.

Q-13- What are the essentials of theme presentation?

Q-14- What is the need of audience analysis?

Q-15- Discuss the need of audience analysis.

Q-16- What is the role of the audio visual aids in an oral presentation?

Q-17- State the difference between individual and group presentation.

Q-18- What steps are to be taken for successful presentation?

Q-19- Discuss the profile of a good speaker.

Q-20- What do you understand by stage fear? Illustrate causes of stage fear and ways to overcome it.

Q-21- Discuss the methods of delivering public speech.

Q-22- Discuss the techniques of effective public speaking. How can humour and emotion help in public speaking?

Q-23- Give in brief some tips for presentation.

Q-24- How can the locale conduce to proper understanding of message?

Q-25- What is the role of the audio visual aids in an oral presentation?

Q-26- Discuss the significance of nonverbal communication.

Q-27- What are the features of kinesics in presentation? How are these nonverbal methods as necessary as verbal strategies?

Q-28- Write a short note on a). Quiz and interjection, b). Individual conferencing, c). classroom presentation.

Q-29- What is the study of body language called?

Q-30- Name any two important speaking skills.

Q-31- Presentation is a tool to inform and persuade, share your views.

Q-32- Describe the classroom presentation, its style and methods.

Q-33- What are public speaking methods and describe how clarity of substance and humour play an important role in it?

Q-34- Why audience analysis and retention of audience interest are essential for presentation?

**Unit -4**

Important Qs –

**Topic-1: Interview skills**

Q-1- What is an interview? Define and throw light on its purposes.

Q-2- Enumerate the factors to be emphasized upon while preparing for an interview.

Q-3- Who is an interviewer? What are the guidelines for conducting an interview?

Q-4- Write a note on the sequence of interviews.

Q-5- Organizations use various types of interviews to discover as much as possible about the potential of the applicant. Justify the statement?

Q-6- How to prepare for an interview? (Answer will same as of Q-2)

Q-7- What are the three major steps in Employment interview?

Q-8- What is open ended interview?

**Topic-2: Group Discussion**

Q-1- What are the objectives of Group Discussion?

Q-2- Discuss the different types of Group Discussion.

Q-3- What should be the right conduct during Group Discussion in order to make the discussion successful?

Q-4- Discuss the Dos and Don’ts (Guidelines) of Group Discussion?

Q-5- What is Brainstorming?

Q-6- What is the role of Listening in Group Discussion?

Q-7- What are the methods for organizing a Group Discussion?

**Topic-3: Seminar/Conference Presentation Skills**

Q-1- While designing a presentation for a Seminar/Conference, What should the speaker keep in mind?

Q-2- What do you mean by Argumentation skills? Discuss the three devices of Argumentation skills.

Q-3- Discuss the guidelines for Group Discussion.

Q-4- What is Cohesion and Emphasis?

Q-5- A well prepared presentation includes three developed parts- Exposition, Narration and Description, Illustrate.

Q-6- “Argumentative reasoning skills are required to resolve complex issues for which some devices are to be used.”Explain it.

Q-7- What is critical thinking? Write a note on critical thinking.

Q-8- What are the Nuances (Modes) of Seminar/Conference presentation skills?

**Topic-4: Business Communication Competence**

Q-1- What do you mean by strategic competence?

Q-2- What do you mean by Linguistic Competence? How is it different from Socio Linguistic Competence?

Q-3- Summarize the Strategic Competence for effective Business communication.

Q-4- What are the Seven C’s of Communication

**Topic: 5 solution of communication problem with verbal and nonverbal means**

Q-1- Discuss the difference between verbal and Non-verbal Communication.

Q-2- Give the difference between posture and gesture.

Q-3- Describe various competences to achieve effectiveness in Business Communication.

Q-4- Enumerate the different types of interviews.

Q-5- Discuss the significance of Non-verbal communication in Organization.

**Unit -5**

Q-1- Empathy is the key attribute of personality. Comments.

Q-2- What is a Syllable?

Q-3- Explain IPA chart and give details of vowel and consonant sounds along with their

types and examples. Q-4- How would you explain ‘Leadership’? Describe it in detail including other attributes of

personality.

Q-5- Write a short note on: (a) Rising tone and falling tone (b) Code and Content

Q-6- What do you understand by smooth speech? Describe some certain tips to

improve speaking skills in communication.

Q-7- What is the role of stimulus and response in communication?

Q-8- What are the attributes of leadership?

Q-9- Empathy and considerateness are important attributes of a professional personality Discuss.

 Q-10- Stimulus and response extensively used by mass media for various purposes explain the statement with suitable examples.

Q-11- Write a short note on a). Intonation, b). Syllable

Q-12- What are the two categories of speech sounds? Give the description of any one category of speech sound.

Q-13- How does speakers personality help in increasing his effectiveness?

Q-14- What do you mean by pronunciation etiquettes? Explain how pronunciation etiquette differ from social etiquette?

Q-15- Evaluate the efficiency of flow in speaking and speaking with the purpose as essential tool of oral communication.

Q-16- How a professional can be evaluated for his personality based on considerateness and Empathy?

Q-17- Quote the examples of falling tone?

Q-18- What is a code?

Q-19- Write a short note on intonation and syllable.

Q-20- What are voiceless sounds?

Q-21- What are voiced consonants?

Q-22- What is a phoneme?

Q-23- What is an allophone?

Q-24- What is a syllable?

Q-25- How many sounds are there in Phonetics?

Q-26- Vowel can be divided into two categories, name them.

Q-27- Define diphthongs and how it is different from Monothongs? Give examples.

Q-28- What do you mean by phonetic transcription?

Q-29- What is intonation? Name the different types of intonation.

Q-30- Define the Kinetic tone?

Q-31- What is the use of formal speeches in professional life of a technocrat?

Q-32- Explain the importance of making a speech audience oriented?

Q-33- What is the role of voice in the delivery of speech?

Q-34- How does speaker’s personality helps in increasing his effectiveness?

Q-35- What do you understand by flow in speaking? Discuss the different purposes of speaking.