

B.Tech 3rd Semester Exam., 2021

(New Course)

TECHNICAL WRITING

Time : 3 hours

Full Marks : 70

Instructions :

- (i) The marks are indicated in the right-hand margin.
- (ii) There are **NINE** questions in this paper.
- (iii) Attempt **FIVE** questions in all.
- (iv) Question No. 1 is compulsory.

1 Choose the correct option/Answer the following (any seven) : 2×7=14

(a) Public speaking is addressing a gathering.

- (i) True
- (ii) False

(b) Public speaking is only verbal activity.

- (i) True
- (ii) False

(c) Which of the following should be avoided for an effective speech?

- (i) Determination of the purpose
- (ii) Selection of message
- (iii) Lack of interest
- (iv) Selection of theme

(d) Which of the following should be avoided in an e-mail?

- (i) Wrong e-mail address
- (ii) Subject line
- (iii) Smileys
- (iv) Re-reading

(e) Which of the following do not provide free e-mail?

- (i) Hotmail
- (ii) Rediff
- (iii) WhatsApp
- (iv) Yahoo

(f) Which of the following factors is not required to determine the purpose of speech?

- (i) Providing information
- (ii) Discouragement
- (iii) Accepting ideas
- (iv) Entertainment

(g) What audience are least information needed?

- (i) Low-tech audience
- (ii) Lay audience
- (iii) High-tech audience
- (iv) All of the above

(3)

(h) Which of the following ingredients is not required for selection of theme?

- (i) Planning
- (ii) Disorganization
- (iii) Preparation
- (iv) Organization

(i) Which of the following must be avoided for effective communication?

- (i) Sharing of activity
- (ii) Listening
- (iii) Ambiguity
- (iv) Politeness

(j) Write four sentences on 'Performing Experiments'.

2. Write in about 250 words on any one of the following : 14

- (a) Types of reviews
- (b) Types of editing

3. Differentiate between formal letter and memos. 14

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(4)

4. Write notes on any two of the following : 14

- (a) Writing styles
- (b) Language skills
- (c) Types of technical studies
- (d) Investigation report

5. What are the elements of informal report? Explain with examples. 14

6. What are the main features of technical writing? 14

7. How can you improve your oral presentation? 14

8. What are the editing techniques? Explain with examples. 14

9. In not more than 150 words write about 'Upward Communication'. 14

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