

BUNDELKHAND INSTITUTE OF ENGINEERING AND TECHNOLOGY

TECHNICAL COMMUNICATION

SECOND CT

MARKS 10

ATTEMPT FIVE QUESTIONS.

- Question 1. What is the reason behind stage fear and how do you handle it.? CO3
- Question 2. What is audience analysis and what is the process of audience analysis? CO3
- Question 3. What is interview skill? And which tips you should follow before, during and after the interview. CO4
- Question 4. what is argumentative skill ? CO4
- Question 5. Discuss critical thinking. CO4
- Question 6. What is group discussion .write the do's and don'ts of it. CO4

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Bundelkhand Institute of Engineering and Technology, Jhansi
Class Test 1 B.Tech III Semester (IT+CSE+CH+EE)

Sub Code: KAS-301

Time: 1 Hours

INSTRUCTION:

Sub: Technical Communication
Max. Marks: 10

1) Attempt all questions with suitable Example and Diagram.

Q. No.	Question	Marks
1	What is process of communication, explain it with the chart.	2.5
2	write the difference between the technical and general communication	2.5
3	Write the three definition of technical communication.	2.5
4	What is technical report and which things you should keep in mind before writing a technical report.	2.5
5	Write all the seven C's of effective business communication.	2.5

(Roll No. to be filled by candidate)									

B. TECH.
THIRD SEMESTER THEORY EXAMINATION, 2021-22
KAS-301
TECHNICAL COMMUNICATION

Time: 03 Hours

Max. Marks: 100

Note:

- Attempt all questions.

1. Attempt any **FOUR** parts of the following: 4×5 CO
 - a. Technical Communication and General Communication are CO1 poles apart as they differ in all aspects. Elucidate.
 - b. "A free flow of information ensures the success of an CO1 organisation." Elaborate this statement in the light of the flow of communication in an organisation.
 - c. Explain the causes of interpersonal barriers that render CO1 breakdown in the process of communication.
 - d. "Language is the carrier of our cultural heritage." Explain the CO1 statement.
 - e. What are the distinguishing features of Technical CO1 Communication?
 - f. What are the requisites of Sentence Construction? CO1

2. Attempt any **FOUR** parts of the following: 4×5 CO
 - a. Describe the features of Business Communication. CO2
 - b. Resume is the stepping stone to enter in the professional world. CO2
Make your own resume including all the necessary details.
 - c. Explain technical style. Specify the suitable ingredients of CO2 compatible technical style for the professionals. Illustrate.
 - d. What is technical report? What is its use for Engineers? CO2
 - e. Write a report on workers' discontent at company's auxiliary CO2 unit. Invent necessary details.
 - f. Discuss the prefatory part and back matter of a Technical CO2 Proposal?

3. Attempt any **FOUR** parts of the following: 4×5 CO
- a. "Success of a presentation depends on proper audience and locale analysis and proper use of audio visual aids." CO3
Comment.
 - b. Describe the features of body language. What is the role of Eye Contact in communication? Explain. CO3
 - c. What do you mean by presentation? Discuss the basic fundamentals of presentation. CO3
 - d. Explore various factors of audience analysis. State some of the ways to retain audiences. CO3
 - e. Analyse factors responsible for effective public speaking? Discuss the essential techniques to make it influential. CO3
 - f. Discover the devices used during argumentation skills. CO3

4. Attempt any **FOUR** parts of the following: 4×5 CO
- a. What personality traits are exhibited during group discussion? Discuss. CO4
 - b. Enumerate the factors to be emphasised upon while preparing for an interview? CO4
 - c. Discuss different types of effective business communication competencies. CO4
 - d. Write a model interview of 15 minutes? Invent necessary details. CO4
 - e. How verbal and non verbal communication makes technical communication more effective? Discuss. CO4
 - f. Explain critical thinking with its importance. CO4

5. Attempt any **FOUR** parts of the following: 4×5 CO
- a. It is not just the body language but other paralinguistic features also which determine the effectiveness of a professional presentation. Comment on this statement and support your views with proper examples. CO5
 - b. Write a short note on Voice Dynamics. CO5
 - c. What are the dimensions of Oral Communication? CO5
 - d. Differentiate between articulation and pronunciation. Illustrate. CO5
 - e. Evaluate the steps involved in carrying out the process of communication. CO5
 - f. Classify importance of various professional personality attributes. CO5

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2	0	0	4	3	2	0	0	4	4

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Note:

- Attempt all questions. All questions carry equal marks.
- 5 marks in 80-100 words
- 10 marks in 150-200 words..

1. Attempt any *ALL* parts of the following: CO1

- a. Distinguish technical communication from general communication. 05
- b. Explain what downward and upward communication with the help of chart. 05

OR

- c. What are the barriers to communication? explain it in detail. 05
- d. What is technical writing, give the answer in brief? 10

OR

- e. How the language works as a tool of communication? 10

2. Attempt any *ALL* parts of the following: CO2

- a. What is an abstract in a technical report? 05
- b. Explain the business writing with the help of 7Cs - 05
 conciseness, correctness, consideration, clarity, courtesy, Completeness, concentrate.

OR

Give a brief of a C.V. with the example

- c. Prepare a resume for the post of software engineer. 10

OR

What is technical research paper?

3. Attempt any **ALL** parts of the following: CO3
 a. What is interpersonal communication? explain in brief. 05
 b. What is classroom presentation? 05

OR

- How you can overcome from stage fear, explain in detail. 10
 c. Give a short note on public speaking.

OR

How the inter-personal skills improve the quality of work in an organization? Discuss with example.

4. Attempt any **ALL** parts of the following: CO4
 a. Why group discussions are considered an important part of selection procedure for a job, clear it. 05
 b. What tips you will provide for someone who is appearing for an interview? 05

OR

- Comment on of the concept of interview.
 c. Discuss the dos and don'ts of a group discussion. Detail it. 10

OR

Discuss with example, how verbal and non-verbal means of communication can solve the problem of communication?

5. Attempt any **ALL** parts of the following: CO5
 a. What is popularly known as grapevine communication? 05
 b. To what extent are the main traits associated with effective leadership well established, explain. 05

OR

What is non-verbal communication? Highlight the advantages and disadvantages of non-verbal communication.

- c. What is decoding and encoding process, explain it in brief? 10

OR

Write Short Note on Voice dynamics.