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NOIDA INSTITUTE OF ENGINEERING AND TECHNOLOGY, GREATER NOIDA
(An Autonomous Institute Affiliated to AKTU, Lucknow)

B.Tech

SEM: IV - THEORY EXAMINATION - (2023- 2024)

Subject: Technical Communication

Time: 3 Hours

Max. Marks: 100

General Instructions:

IMP: Verify that you have received the question paper with the correct course, code, branch etc.

1. This Question paper comprises of **three Sections -A, B, & C**. It consists of Multiple Choice Questions (MCQ's) & Subjective type questions.
2. Maximum marks for each question are indicated on right -hand side of each question.
3. Illustrate your answers with neat sketches wherever necessary.
4. Assume suitable data if necessary.
5. Preferably, write the answers in sequential order.
6. No sheet should be left blank. Any written material after a blank sheet will not be evaluated/checked.

SECTION A

20

1. Attempt all parts:-

- | | | |
|------|----------------------------------------------------|---|
| 1-a. | Communication in an organization is_____. (CO1) | 1 |
| | (a) multidimensional | |
| | (b) unidimensional | |
| | (c) two dimensional | |
| | (d) none of these | |
| 1-b. | To annotate means to..... (CO1) | 1 |
| | (a) decode | |
| | (b) question | |
| | (c) discuss | |
| | (d) make notes | |
| 1-c. | What is not the basis for technical writing? (CO2) | 1 |
| | (a) tests | |
| | (b) experiments | |
| | (c) personal prejudices | |

- (d) facts
- 1-d. In technical writing which of these must be avoided? (CO2) 1
- (a) objective evaluation
 - (b) subjective evaluation
 - (c) logical conclusion
 - (d) facts
- 1-e. Which of the following is an important aspect of a technical document? (CO3) 1
- (a) subjectivity
 - (b) objectivity
 - (c) mostly oral
 - (d) none of these
- 1-f. Which of the following is not a characteristic of technical writing? (CO3) 1
- (a) formality
 - (b) correctness
 - (c) informality
 - (d) set patterns
- 1-g. Communication is a part of... (CO4) 1
- (a) soft skills
 - (b) hard skills
 - (c) technical skills
 - (d) intellectual skills
- 1-h. Identifying and Checking Support for Major Claims is the part of ____ in writing. (CO4) 1
- (a) proofreading
 - (b) editing
 - (c) revising, editing and proofreading
 - (d) none of the above
- 1-i. _____ is not one of the 7 C's of effective communication skills. (CO5) 1
- (a) Conciseness
 - (b) Correctness
 - (c) Character
 - (d) Clarity
- 1-j. Every profession, trade and organization has its own _____. (CO5) 1

- (a) Quote
- (b) Tone
- (c) Topic
- (d) Jargon

2. Attempt all parts:-

- | | | |
|------|-----------------------------------------------------------------------------------------------------|---|
| 2.a. | Define recreational reading. Elaborate the answer with examples. (CO1) | 2 |
| 2.b. | Define connotative meaning with at least one example. (CO2) | 2 |
| 2.c. | Differentiate Index from Glossary. (CO3) | 2 |
| 2.d. | How can we communicate effectively? (CO4) | 2 |
| 2.e. | Why do writers choose their own particular style and manner to communicate with the audience? (CO5) | 2 |

SECTION B

30

3. Answer any five of the following:-

- | | | |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| 3-a. | How can critical reading help you in taking well-informed decisions? Give specific examples from everyday life. (CO1) | 6 |
| 3-b. | Provide a brief example to illustrate how adapting communication strategies based on audience characteristics can enhance the overall effectiveness of technical communication. (CO1) | 6 |
| 3-c. | You are the secretary of Literary Club of your college. Draft a Notice inviting names of the students who want to participate in an interclass debate competition organized by your club members. Invent the necessary details. (CO2) | 6 |
| 3-d. | What are some of the key components of Agenda? (CO2) | 6 |
| 3.e. | Your college has adopted a village as a social responsibility. Students are being taken to teach the children of that village on a regular basis. Write a report, for your college magazine, on the various other programmes organized there. (CO3) | 6 |
| 3.f. | How can you prepare for a conference presentation? (CO4) | 6 |
| 3.g. | Discuss the importance of writing style and its process. CO5 | 6 |

SECTION C

50

4. Answer any one of the following:-

- | | | |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| 4-a. | The phenomenon of globalization has resulted in cultural assimilation. In the context of individuals from diverse backgrounds and cultures collaborating in a team to pursue both organizational and individual goals, explain the | 10 |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|

significance of technical communication. Elaborate on why effective technical communication is essential in such a scenario and discuss the role it plays in fostering collaboration, mitigating cultural differences, and achieving successful outcomes. (CO1)

- 4-b. "How do the distinctions between general communication and technical communication, such as purpose, audience, language, and format, manifest in practical scenarios?" Discuss. (CO1) 10

5. Answer any one of the following:-

- 5-a. As the Sales Manager of M/s Universal Book Suppliers, 26 Ansari Road, Daryaganj, New Delhi, write a letter to the Librarian Scindia School, Gwalior offering information regarding the sale of dictionaries and illustrated children's encyclopedias. (CO2) 10
- 5-b. This summer vacation you are planning to visit Shimla. Write a letter to a travel agency in Shimla requesting them to book you a room in a five-star hotel. Give other details of your journey and the facilities you require there. Sign your name as Leela/Mohan, C/5, Assam. (CO2) 10

6. Answer any one of the following:-

- 6-a. Read the following statements and say whether you agree or disagree with each of them. Then write the justification/ explanation for your point of view. 10
1. The language of a research paper should be like the language of a technical proposal.
 2. The objective of writing a research paper is the same as that of a technical report. (CO3)
- 6-b. Indicate the difference between the following reports: 1) analytical and informative 2) long and short (CO3) 10

7. Answer any one of the following:-

- 7-a. Explain the various oral forms of presentation at workplace. (CO4) 10
- 7-b. Explain how to open a meeting. (CO4) 10

8. Answer any one of the following:-

- 8-a. What are the various types of writing style? Discuss any one writing style. (CO5) 10
- 8-b. Differentiate between abbreviations and acronyms. Supply some examples of abbreviations and acronyms.(CO5) 10