

TECHNICAL COMMUNICATION (KAS – 401)

UNIT – 2

FORMS OF TECHNICAL COMMUNICATION

1. Define Report. Discuss various parts of report in its structure. (**2015-16**)
2. Write a note on characteristics of a good report.
3. You are the admission in-charge of Arihant Group of Institutions. Write a report to be submitted to the chairman of the group regarding downfall in admission. (**2017-18**)
4. Write a report on worker's discontent at company's auxiliary unit. Invent necessary details by yourself. (**2016-17**)
5. Explain 7C's or principle of business writing.
6. What are salient features of resume? Write a short resume for the post of technical executive in TCS at Delhi. Invent necessary details to write a compact and impressive professional C.V. (2017-18)
7. Resume is the stepping stone to enter in the professional world. Make your own resume including all the necessary details of your achievements. (**2014-15, 2016-17, 2017-18**)
8. What is a proposal? Describe various objectives and types of writing proposals. (**2014-15**)
9. You are working in a manufacturing company. Write a proposal to replace an outdated machine that is no more useful for production. Be imaginative and invent details. Your proposal should include all the sections of proposal as: (**2016-17**)
 - a) Introduction
 - b) Technical section
 - c) Management section
 - d) Conclusion
10. Explain the terms with their structures
 - a) Thesis/ project writing
 - b) Synopsis
 - c) Technical research paper writing
11. What do you mean by seminar?
12. Explain the role of theme clarity, analysis and finding in research papers.