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Following Paper ID and Roll No. to be filled in your Answer Book.

PAPER ID : 39911 Roll No. 1 2 1 0 4 3 2 2 1 4

B. Tech. Examination 2021-22

(Even Semester)

TECHNICAL COMMUNICATION

Time : Three Hours] *[Maximum Marks : 60*

Note :– Attempt all questions.

SECTION–A

1. Attempt all parts of the following : $1 \times 8 = 8$

   (a) Define technical communication.

   (b) What is decoding?

   (c) Define a letter of sale.

   (d) What is paraphrasing?

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(e) Give two examples of ward formation through compounding.

(f) What is inductive method of paragraph writing?

(g) Define Haptics.

(h) Explain impromtu speech.

SECTION – B

2. Attempt any two parts of the following : $2 \times 6 = 12$

(a) What are the features of technical communication? How it is different from general communication? Discuss.

(b) What are the essentials of a good paragraph writing?

(c) Write short notes on the following :

(i) Downward communication

(ii) Online communication

(d) What is the difference between verbal and non-verbal communication?

SECTION – C

Note:- Attempt all questions Attempt any two parts from each questions. $8 \times 5 = 40$

3. (a) What are the steps in communication? Discuss in detail.

   (b) Discuss language as a tool of communication.

   (c) What are the requisites of a good paragraph constructor?.

4. (a) Explain barriers to communication.

   (b) Write a resume (as a sales manager). Device necessary details

   (c) What are the modes of presentation? How manuscript is different from memorisation?

5. (a) Explain features of paralanguage.

   (b) Define audience analysis and locate is the key to successful presentation? How?

   (c) Write a cover letter for the post of assistant engineer.

6. (a) What are the 7cs of technical communication?

(b) What is reprot writing? Discuss the different types of report.

(c) How do you dėfine interview? Discuss types of interview.

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