BHS 3101

715

No. of Printed Pages : 04

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

PAPER ID : 39905 Roll No. 1 2 2 0 4 3 [illegible]

B. Tech. Examination 2022-23

(Odd Semester)

TECHNICAL COMMUNICATION

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

Note :– Attempt all questions.

SECTION–A

1. Attempt all parts of the following : 8×1=8

(a) Define feedback.

(b) Write any two examples of clipping.

(c) What is quotation letter?

(d) Give any two examples of organisational barriers to communication.

(e) Write any two uses of bibliography.

(f) Give synonyms of 'credibility' and 'unanimity'.

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(g)

(h) Mention any two features of a sales letter

Define technical communication.

SECTION – B

2. Attempt any two parts of the following : 2×6=12

(a) What is communication? Differentiate between general and technical communication.

(b) Define barriers to communication. How do cultural and psychological barriers affect the communication?

(c) Write a letter to the sales executive, Modern Furniture, Pvt. Ltd. 29D, Chandralok, Ashok marg, Lucknow, U.P., India placing an order for complete set of furniture required for a computer lab.

Discuss the role of the following in an effective presentation :

(i) Audience and locale

(ii) Organizing contents

SECTION – C

Attempt all questions. Attempt any two parts from each question. 5×8=40

How far do you agree that communication flows in different directions? Discuss with suitable examples of the flow of communication.

Distinguish between verbal and non-verbal communication.

(c) How do interpersonal and organisational barriers to communication affect an organisation? how can we remove these barriers?

4. (a) Identify the method of word formation of each of the following words :

(i) Inkpot

(ii) Pendrive

(iii) Pic

(iv) Bisexual

(v) Calcius fantabulous

(vi) Management

(vii) Mechatronics

(viii) Ganga

(ix) Hamburger

(b) Suggest significant tips for the following :

(i) Note taking

(ii) Precis writing

(c) Comment on the 'inductive method of writing' and write a short essay on a suitable topic using the characteristics of inductive method.

5. (a) Discuss the essential features of technical communication in detail.

(b) What is proposal? Discuss solicited and unsolicited proposal with suitable example.

(c) Explain the prefatory parts of a project report in detail.

6. (a) Explain the different modes of presentation.

(b) What are the different components of kinesics which play an important role in making presentation effective and long lasting.

(c) Discuss the significant points to be kept in mind while going for an interview.

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