

(SEM-III) THEORY EXAMINATION 2020-21
TECHNICAL COMMUNICATION

Time: 3 Hours

Total Marks: 100

Note: Attempt all Sections. If require any missing data; then choose suitably.

SECTION A

1. Attempt all questions in brief.

2 x 10 = 20

Q no.	Question	Marks	CO
a.	Describe various characteristics of technical writing.	2	1
b.	Explain deductive order.	2	1
c.	How many types of reports are there?	2	2
d.	What do you mean by seminar?	2	2
e.	Define classroom presentation.	2	3
f.	Describe the essentials of good public speaking.	2	3
g.	What is the objective of interviews?	2	4
h.	Define discourse competence.	2	4
i.	What are the dimensions of speeches?	2	5
j.	What is content?	2	5

SECTION B

2. Attempt any three of the following:

10x3=30

Q no.	Question	Marks	CO
a.	Describe the basic requirements of paragraph development.	10	1
b.	Explain 7 C's or principle of business writing.	10	2
c.	What are the four modes of speech delivery which can be used for making a presentation?	10	3
d.	What are different types of group discussion? Discuss briefly.	10	4
e.	Explain professional personality attributes.	10	5

SECTION C

3. Attempt any one part of the following:

10x1=10

Q no.	Question	Marks	CO
a.	Technical communication and general communication are poles apart as they differ in all aspects. Elucidate.	10	1
b.	How information flows at various levels in an organization? Explain in detail.	10	1

4. Attempt any one part of the following:

10x1=10

Q no.	Question	Marks	CO
a.	What are salient features of resume? Write a short resume for the post of technical executive in HCL at Lucknow. Invent necessary details.	10	2
b.	Describe synopsis with its structure. https://www.aktuonline.com	10	2

5. Attempt any one part of the following:

10x1=10

Q no.	Question	Marks	CO
a.	What are the tips to overcome stage fear or stage fright?	10	3
b.	Explain audience analysis with different factors.	10	3

6. Attempt any one part of the following:

10x1=10

Q no.	Question	Marks	CO
a.	What are the techniques to improve seminar/conference skills?	10	4
b.	How to prepare for interviews? Discuss briefly.	10	4

7. Attempt any one part of the following:

10x1=10

Q no.	Question	Marks	CO
a.	Explain rising tone and falling tone in details.	10	5
b.	Discuss the process of communication in details.	10	5