

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

Paper ID : 199313

Roll No.

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B.Tech.

(SEM. III) THEORY EXAMINATION, 2015-16

TECHNICAL WRITING

[Time : 3 hours]

[Total Marks : 100]

Section-A

1. Attempt **all parts**. All parts carry **equal marks**. Write answer of each part in short. (2×10=20)
- How does feedback influence the communication process?
  - What are the features of good note taking?
  - What are the disadvantages of grapevine?
  - What is slogan writing?
  - Define nature of technical communication.
  - Name the basic steps in making formal speech.
  - What are the requisites of sentence construction?

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- How is oral technical communication different from written technical communication?
- How important is it to have good presentation skills?
- What is Synopsis Writing?

Section-B *uptuonline.com*

Attempt **any five** questions from this section. (10×5=50)

- What are important points considered while recording minutes of a meeting?
- What is thesis writing? Discuss the elements of thesis writing.
- Mention three differences between the reading of a general article and a journal article. What should you do if you have trouble during meetings?
- What are the various methods of paragraph development?
- "Listening is more important than speaking". Do you agree with the statement? Answer with appropriate examples.
- What are the parameters to identify the success or failure of effective communication?

8. Describe the flow of communication in an organization.
9. All trades and professions have jargon, but what problem does jargon create for news reports. Explain with examples.

**Section-C** *uptuonline.com*

Attempt **any two** questions form this section.

(15×2=30)

10. Define advertising. Can a product survive without good advertising? How is the advertising on television different from the print advertising? Which do you think has more recall value? Why?
11. What is a report? What is the difference between oral and written reports? Give an example of each. Write the significance of report writing.
12. Write short notes on the following:
  - (a) Project writing
  - (b) Preparation of agenda
  - (c) Dissertation Writing

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