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NOIDA INSTITUTE OF ENGINEERING AND TECHNOLOGY, GREATER NOIDA

(An Autonomous Institute Affiliated to AKTU, Lucknow)

B.Tech (ME/ECE-Working Professional)

SEM: II - THEORY EXAMINATION (2024- 2025)

Subject: Technical Communication

Time: 2 Hours

Max. Marks: 50

General Instructions:*IMP: Verify that you have received the question paper with the correct course, code, branch etc.**1. This Question paper comprises of three Sections -A, B, & C. It consists of Multiple Choice Questions (MCQ's) & Subjective type questions.**2. Maximum marks for each question are indicated on right -hand side of each question.**3. Illustrate your answers with neat sketches wherever necessary.**4. Assume suitable data if necessary.**5. Preferably, write the answers in sequential order.**6. No sheet should be left blank. Any written material after a blank sheet will not be evaluated/checked.***SECTION-A**

15

1. Attempt all parts:-

1-a. To annotate means to..... (CO1, K1)

1

- (a) decode
- (b) question
- (c) discuss
- (d) make notes

1-b. Who is the audience of a technical communication? (CO2, K2)

1

- (a) a person who is picking up a new technological skill
- (b) a target market for a product's creation, promotion, or use
- (c) a set of people who require the information for specific tasks in an organisation
- (d) anyone who works in the field of technology

1-c. What are the major sections of a business proposal? (CO3, K4)

1

- (a) problem statement, proposed solution and pricing information
- (b) pricing, product features, advertising and customisation
- (c) advertising, economic changes, in-store ability and packaging
- (d) competitive advantage, product features, customisation and price

1-d. Which of the following is an example of technical communication? (CO4, K3)

1

- (a) note or email requesting details or mentioning a concern
- (b) a collection of guidelines outlining and introducing a new approach or procedure
- (c) a website that details a product

- (d) All of these
- 1-e. Which is the most appropriate username for a professional email ID? (CO5, K5) 1
- (a) cooldude123@gmail.com
- (b) rockstar.shivam@gmail.com
- (c) shivam.sharma@gmail.com
- (d) crazygamer@gmail.com

2. Attempt all parts:-

- 2.a. How does critical approach help you to achieve your goal in academics? (CO1, K5) 2
- 2.b. Mention the qualities associated with technical writing. (CO2,K5) 2
- 2.c. What is the purpose of the abstract section in a technical proposal? (CO3,K2) 2
- 2.d. What behaviours would be considered as cell phone nuisance? (CO4, K3) 2
- 2.e. Mention two time management techniques that help remote workers stay productive. (CO5, K5) 2

SECTION-B

15

3. Answer any three of the following:-

- 3.a. Discuss the importance of effective technical communication between multiple departments and hierarchies within Academia. (CO1,K2) 5
- 3.b. As the Regional Manager of a leading XYZ Textile Company, Mumbai, write a letter to the American Textile Company, Madurai offering two of your products for bulk sale. Add necessary details. (CO2,K5) 5
- 3.c. You are the project manager of a construction company. Write a proposal to upgrade the software used for project management. Your proposal should include all the sections of a proposal like introduction, technical section, management section, cost section, and conclusion. (CO3,K6) 5
- 3.d. Explain how to open a meeting. (CO4,K3) 5
- 3.e. Describe the effective approaches to revising a research paper to ensure quality, accuracy, and clarity. (CO5,K5) 5

SECTION-C

20

4. Answer any one of the following:-

- 4-a. Explain how adapting communication strategies based on audience characteristics can enhance the overall effectiveness of technical communication. (CO1,K2) 4
- 4-b. How can critical reading help you in taking well-informed decisions? Give specific examples from everyday life. (CO1,K3) 4

5. Answer any one of the following:-

- 5-a. You are the president of the Literary Club of your college, Your club is organising a 'Literary Fest'. Draft a Notice informing the students about the same. Invent Details. (CO2,K5) 4
- 5-b. What are some of the key components of Agenda? (CO2,K5) 4

6. Answer any one of the following:-

- 6-a. How can the author ensure that their technical report is objective and factual? (CO3, K2) 4
- 6-b. Prepare an introduction and conclusion on the research article 'How computers will advance in the next decade.' (C03, K4) 4

7. Answer any one of the following:-

- 7-a. How should you use your mobile phone in professional space? (CO4, K3) 4
- 7-b. Discuss the main objective of organizing a meeting in an organization. (CO4, K3) 4

8. Answer any one of the following:-

- 8-a. What is the purpose of an abstract in a research paper? What should be included in it? (CO5,K5) 4
- 8-b. A notice shares information in advance while a report is used to share the information post event. Elaborate the statement highlighting the basic differences between a notice and a report. (CO5,K5) 4

REG: JAN_JUN-2025