Printed Page:-Subject Code:- AASL0401 Roll. No: NOIDA INSTITUTE OF ENGINEERING AND TECHNOLOGY, GREATER NOIDA (An Autonomous Institute Affiliated to AKTU, Lucknow) **B**.Tech SEM: IV - CARRY OVER THEORY EXAMINATION - SEPTEMBER 2022 Subject: Technical Communication Time: 3 Hours Max. Marks: 100 General Instructions: 1. The question paper comprises three sections, A, B, and C. You are expected to answer them as directed. 2. Section A - Question No-1 is 1 mark each & Question No-2 carries 2 mark each. 3. Section B - Question No-3 is based on external choice carrying 6 marks each. 4. Section C - Questions No. 4-8 are within unit choice questions carrying 10 marks each. 5. No sheet should be left blank. Any written material after a blank sheet will not be evaluated/checked. SECTION A 20 1. Attempt all parts:-1-a. In technical communication, proposals are considered to be forms of 1 communication (CO 1) (a) written (b) Oral (c) technical (d) special 1-b. What do people read for pleasure? (CO 1) 1 (a) reports (b) dictionaries (c) literatures (d) labels Definition of any scientific term can be called \_\_\_\_\_. (CO2) 1-c. 1 (a) general writing (b) technical writing

(c) specific writing

(d) complicated writingAny recipients on the bcc line of an email are not visible to others on the email. (CO2)(a) it is invisible to others

1

1

1

1

1

1

(b) it is visible to all

1-d.

1

- (c) it cannot be sent
- (d) it is visible to few
- 1-e. Which of the following is not a part of a report?(CO3)
  - (a) summary
  - (b) introduction
  - (c) intermission
  - (d) title

## 1-f. Words peculiar to a specific field are called (CO3)

- (a) Abstract words
- (b) Key words
- (c) Jargons
- (d) None of these
- Message is the stimulus that triggers the response of a (CO4)
  - (a) receiver
  - (b) speaker
  - (c) sender
  - (d) performer
- 1 A seminar is discussed in a \_\_\_\_\_. (CO4)
  - (a) small group
  - (b) large group
  - (c) all groups
  - (d) any group

1-i. A person who edits a copy of a story is called a/an (CO5)

- (a) Developmental editor
- (b) Content developer
- (c) Content editor
- (d) Editor

1-j. Good editing can transform a mediocre piece of content into something great. (CO5)

(a) it is possible

- (b) absolutely not possible
- (c) somewhat possible
- (d) chances are negligible

## 2. Attempt all parts:-

2.a.	Teacher asks learner to read aloud in the English class. How do you think this reading method will help the reader. (CO1)	2
2.b.	What is the basic difference between connotative meaning and denotative meaning? (CO2)	2
2.c.	What is the role of Preface in a report? (CO3)	2
2.d.	Discuss the challenges faced by the speakers in a presentation. (CO4)	2
2.e.	What is an Acronym? Give two examples. (CO5)	2
	SECTION B 30	
3. Answer any <u>five</u> of the following:-		
3-a.	Critical Thinking is an Extension of Critical Reading. Explain (CO1)	6
3-b.	Explain the process of critical reading. (CO1)	6
3-с.	Draft a notice informing the students about the Sports Day to be held in your college. Invent details. (CO2)	6
3-d.	What is a cover letter? What are its essential features? (CO2)	6
3.e.	What are the steps to write a conference paper? Explain.(CO3)	6
3.f.	How can effective communication be described? (CO4)	6
3.g.	Differentiate between Copy editing and Proofreading. (CO5)	6
	SECTION C 50	
4. Answer any <u>one</u> of the following:-		
4-a.	Communication in an organization is multidimensional. Explain. (CO1)	10
4-b.	What importance does clarity, conciseness, and correctness have in a communication. (CO1)	10
5. Answer any <u>one</u> of the following:-		
5-a.	As a regular bus commuter from NOIDA to Delhi, you have been witnessing rash driving by the bus drivers daily without exception. Write a letter to the General Manager, Delhi	10

Vihar, Phase 2, NOIDA (CO2)

transport Corporation, about this problem. You are Priti /Pranav Gupta from 16, Ashok

5-b. A new advertising firm needs an office in the central market. Write a letter offering part of 10 your office on rent. You are the Office Manager, Planwel Company, Tarapore Towers, M.G. Road, Bangalore. (CO2)

6. Answer any one of the following:-

- 6-a. Submit a technical proposal to the director of your organization for the establishment of a 10 manufacturing unit in your home town. Note that it will be a funded project. Invent necessary details.(CO3)
- 6-b. Read the following statements and say whether you agree or disagree with each of them. 10 Then write your justification/ explanation for your point of view. 1. There is no defined order of writing different elements of a research paper. 2. Acknowledgements should be placed at the beginning of a research paper. (CO3)
- 7. Answer any one of the following:-
- 7-a. Discuss the role of audio-visual aids in an effective presentation. (CO4) 10
- 7-b. What can happen when you take a call while driving a car? (CO4) 10
- 8. Answer any one of the following:-
- 8-a. What is expository writing style? Discuss the objectives of expository writing style? (CO5) 10
- 8-b. Explain the useful strategies and process of writing with reference to effective 10 communication. (CO5)