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Subject Code:- AASL0401

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NOIDA INSTITUTE OF ENGINEERING AND TECHNOLOGY, GREATER NOIDA

(An Autonomous Institute Affiliated to AKTU, Lucknow)

B.Tech

SEM: IV - CARRY OVER THEORY EXAMINATION - APRIL 2023

Subject: Technical Communication

Time: 3 Hours

Max. Marks: 100

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

20

1. Attempt all parts:-

- 1-a. Maxim of manner means that the communication should be: CO1 1
- (a) ambiguous
 - (b) less information
 - (c) unambiguous, brief and orderly
 - (d) none of these
- 1-b. Under which heading does 'Showing a global understanding of language in context' come CO1 1
- (a) Speaking
 - (b) writing
 - (c) listening
 - (d) reading
- 1-c. _____ allows users to send a file with email. CO2 1
- (a) messenger
 - (b) attachments

- (c) sent
(d) draft
- 1-d. What is written on the top of a business letter on the left side? CO2 1
(a) sender's address
(b) receiver's address
(c) date
(d) salutation
- 1-e. A memo is CO3 1
(a) a letter
(b) a report
(c) a notice
(d) All of these
- 1-f. Reports that present data without analysis or recommendations are CO3 1
(a) justification reports.
(b) analytical reports.
(c) both a and b
(d) informational reports
- 1-g. Percentage of meetings with intended outcome CO4 1
(a) 0.53
(b) 0.15
(c) 0.23
(d) 0.33
- 1-h. Always make it a habit of receiving personal calls at work CO4 1
(a) mean
(b) polite
(c) annoyed
(d) cool
- 1-i. Which tool is used in copyediting for checking spelling errors and grammatical concord? CO5 1
(a) Grammarly
(b) Thesaurus
(c) Virtual
(d) Check

- 1-j. What do you understand by the term 'jargon'? CO5 1
- (a) words with double meanings
 - (b) special words used in a particular domain
 - (c) special words used by management people
 - (d) none of these

2. Attempt all parts:-

- 2.a. How can we create a reader corner in a classroom? CO1 2
- 2.b. Why do we need to use denotative words in technical writings? CO2 2
- 2.c. Define solicited and unsolicited proposals. CO3 2
- 2.d. What are Advisory Meetings? CO4 2
- 2.e. Discuss the importance of referencing in manuscript writing. CO5 2

SECTION B

30

3. Answer any five of the following:-

- 3-a. What is the purpose of critical reading for evaluation? CO1 6
- 3-b. What are the general critique guidelines to be kept in mind of a critical reader? CO1 6
- 3-c. You are a sales representative for your company. Write a letter to Mike Mason of ABC Enterprises, introducing one of your new products or services. Be sure to give important details about your product/service. CO2 6
- 3-d. You are Akhil/Karishma of 119, Mall Road, Shimla. You are interested in doing a short-term course in computer programming during your summer vacation. Write a letter to the Director Computer World. Sector 22, Chandigarh, inquiring about the duration of a such course and the terms and conditions for admission. (Word limit: 200 words) CO2 6
- 3.e. Write a short note on characteristics of a good report. CO3 6
- 3.f. Explain the minutes of the meetings. CO4 6
- 3.g. Discuss the importance of writing style and its process. CO5 6

SECTION C

50

4. Answer any one of the following:-

- 4-a. How does communication help you become a good professional? CO1 10
- 4-b. You are a manager of XYZ company, you need to give instructions to all the employees, regarding the office time change. Which hierarchical communication will you need? Write a few dialogues of your formal interaction with them? CO1 10

5. Answer any one of the following:-

- 5-a. Write a letter to the Manager of Grand Hotel located in Shimla, asking him to reserve for you a double room from 5th April to 15th April. 20XX. You are Aditya/Avantika of Mysore. CO2 10
- 5-b. State the difference between Agenda and Minutes. Give an example of each. CO2 10

6. Answer any one of the following:-

- 6-a. Read the following statements and say whether you agree or disagree with each of them. Then write your justification/ explanation for your point of view. 10
1. There is no significant difference between a research paper and an article.
2. The title of a research paper should be self-explanatory. CO3
- 6-b. Rajasthan has been facing severe drought conditions for the third year in succession. In order to mitigate the sufferings of the drought-affected areas, the state govt. is fully geared up to start drought relief operations with the objective of generating employment, maintaining cattle conservation, providing drinking water supply, etc. As Secretary to the State Minister for Relief Operations, you have been asked to write a report on the drought relief operations, to be sent to the Council of Ministers. Now prepare an outline for this report. CO3 10

7. Answer any one of the following:-

- 7-a. Comment upon the role of seminar presentation in an academic world. CO4 10
- 7-b. What is the purpose of any meeting? CO4 10

8. Answer any one of the following:-

- 8-a. What do understand by persuasive writing? Why is persuasive writing style used? Discuss. CO5 10
- 8-b. Why is it important to proofread your manuscripts? CO5 10