



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

PAPER ID : 199303

Roll No.

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B. Tech.

(SEM. III) (ODD SEM.) THEORY

EXAMINATION, 2014-15

TECHNICAL WRITING

Time : 3 Hours]

[Total Marks : 80

Note : Attempt all questions.

Section - A

- 1 Attempt **all** questions : (2×8=16)
- a) What are strategies of effective listening ?
 - b) What are the characteristics of Mass communication ?
Explain the term gate keeper.
 - c) What is the role of topic sentence in a paragraph ?
 - d) What are the kinds of paragraph ?
 - e) What are the essential components of a Research Paper ?
 - f) "Gesture should be in accordance with the space available" Explain.
 - g) How can you achieve conciseness and flow in technical writing ? Explain with the help of suitable example.
 - h) What is speech advertising ?

Section - B

- 2 Answer any **three** parts in **200-300** words each: **(8×3=24)**
- Explain organizational barriers with examples.
 - You as the collector of Chamoli District, have been asked by the secretary, Home Department, Uttarakhand to submit a report on the relief work that was undertaken after the devastating flood hit the area in 2013 for which ministry sanctioned Rs 50 crore for the relief operations in the district.
 - Discuss various methods of paragraph development.
 - Prepare a combination résumé of a fresher for the post of 'Project Developer' in a renowned company of your stream. Invent necessary details.
 - Discuss briefly the significance of writing 'abstract' and 'literature review' in a research/technical article.

Section - C

Answer the following question in **300-400** words each: **(8×5=40)**

- 3 (A) Distinguish between agenda of the meeting and Minutes of the meeting with example.

OR

- (B) What factors will you bear in mind while communicating with people of a different culture and ethnic background?

- 4 (A) what is Technical Note Making? What are its techniques?

OR

- (B) Write a paragraph on any of the following topic by using deductive method of paragraph development.

- Clean India, Green India.
- Degree or skill what is important.
- Whats app is killing or crafting minds.

- 5 (A) Write short note on :
- Video -Conferencing.
 - Give technical description of any Engineering object.

OR

- (B) Explain the format of effective technical report.

- 6 (A) Write short note on the following :
- Synopsis writing
 - Selection of words phrases and Jargons in technical writing.

OR

- (B) Discuss the types and features of technical proposals.

- 7 (A) Explain communication networks with diagrams.

OR

- (B) Write short note on any two of the following :
- Characteristics of grapevine.
 - Role of paralinguistic in making effective presentation.
 - Difference between C.V and résumé.