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B.TECH.**THEORY EXAMINATION (SEM-IV) 2016-17****TECHNICAL WRITING****Time : 3 Hours****Max. Marks : 100****Note : Be precise in your answer. In case of numerical problem assume data wherever not provided.****SECTION – A****1. Explain the following:****10 x 2 = 20**

- (a) What is an advertisement?
- (b) Define business writing.
- (c) Differentiate between formal and informal Communication.
- (d) Do you think a cover letter is required while sending a résumé? Specify.
- (e) Define a report.
- (f) What do you understand by minutes of the meeting?
- (g) What is a scientific article?
- (h) What is a résumé?
- (i) What do you mean by listening skills?
- (j) Explain the difference scanning and skimming.

SECTION – B**2. Attempt any five of the following questions:****5 x 10 = 50**

- (a) Discuss different flows of technical communication in an organization?
- (b) What are the requirements of an effective technical presentation?
- (c) What do you understand by technical description of an engineering object?
- (d) What are the basic requirements of a good sentence construction in technical writing?
- (e) Discuss different methods of paragraph development.
- (f) Discuss various tips for effective resume writing.
- (g) Describe characteristics of effective report writing.
- (h) Define a Technical Proposal. Discuss the structure, types and significance.

SECTION – C**Attempt any two of the following questions:****2 x 15 = 30**

- 3. Define Thesis. Describe the structure of thesis writing.
- 4. You are Jacob Williams. You want to apply for the post of a marketing executive in a reputed MNC. Write an effective résumé for the same.
- 5. What do you understand by barriers to communication? How can you overcome these barriers?