

Roll No.

Total Pages : 2

333404

May, 2019

B.Tech. IV SEMESTER

Effective Technical Communication (HSMC-01)

Time : 3 Hours]

[Max. Marks : 75

Instructions :

1. *It is compulsory to answer all the questions (1.5 marks each) of Part-A in short.*
2. *Answer any four questions from Part-B in detail.*
3. *Different sub-parts of a question are to be attempted adjacent to each other.*

PART-A

1. (a) Information Design. (1.5)
- (b) Billiards (is/are) a game of the rich. (1.5)
- (c) He Said, "Do you know me?" (Narration). (1.5)
- (d) Importance of reading. (1.5)
- (e) Mock interview. (1.5)
- (f) Factors affecting information. (1.5)
- (g) He called me. (Change the voice). (1.5)
- (h) Self Esteem. (1.5)
- (i) Ergonomics. (1.5)
- (j) Importance of positive attitude. (1.5)

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PART-B

2. (a) You College has started a skill part time development programme. Already thirty people have enrolled for it. Write a newspaper report about what the college wants to achieve with this programme. (10)
- (b) Difference between a memo and a letter. (5)
3. (a) Importance of revising drafts. (5)
- (b) What are the hallmarks of technical style? (10)
4. How does personal values and ethics affect the efficiency of a person at the work place. (15)
5. (a) What do you understand by personality development? (5)
- (b) What do you understand by presentation aids? Discuss their importance in a presentation. (10)
6. (a) Discuss the role and responsibility of an engineer. (7.5)
- (b) Discuss the etiquettes which are to be followed while writing an email. (7.5)
7. Write a Memo for the employees of your company congratulating them for achieving the target set for the last financial year. (15)
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