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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.****SECTION – A****1. Explain the following:****10 x 2 = 20**

- (a) Define Technical Communication.
- (b) What do you mean by Upward Communication?
- (c) Define Intrapersonal barriers. Give any two reasons for Intrapersonal barriers.
- (d) Define Deductive Method of paragraph writing.
- (e) What is the difference between review and research article.
- (f) What is topic sentence?
- (g) What do you mean by jargons?
- (h) Define Grapevine as communication channel.
- (i) What is an agenda?
- (j) What do you mean by minutes of meetings?

SECTION – B**2. Answer any three questions in 200-300 words each:****3x10=30**

- (a) What is the difference between a report and proposal? Write a report on the academic atmosphere and infrastructure at your institute. Invent necessary details yourself.
- (b) State the difference between General Writing and Technical Writing.
- (c) Discuss three basic barriers to Communication.
- (d) How can we achieve clarity and economy in technical writing?
- (e) What are the requisites of good sentence writing?

SECTION – C**Answer the following questions in 300-400 words:****5x10=50****3. Attempt any one of the following:**

- (a) Discuss Formal channel of communication in an organization.
- (b) Define technical writing and discuss its salient features.

4. Attempt any one of the following:

- (a) Discuss the skills and types of technical note making
- (b) Prepare resume of an engineering graduate for placement at a top industrial establishment.

5. Attempt any one of the following:

- (a) What is kinesics? What role does body language play in making oral presentation effective?
- (b) What are the tips that can make your presentation successful?

6. Attempt any one of the following:

- (a) Write notes on any two of the following :
 - (i) Minutes of Meetings, (ii) Slogan writing, (iii) Technical Description
- (b) What is a paragraph? Explain the various methods of developing a paragraph.

7. Attempt any one of the following:

- (a) What is report? Discuss the structure of a long report.
- (b) What are the important parts of a technical proposal and clarify how to plan them before writing the final draft.