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B.Sc.(BT) (2014 to 2017) (Sem.-1) TECHNICAL WRITING & COMMUNICATION SKILLS

Subject Code: BSBT-101 M.Code: 47021

Time: 3 Hrs. Max. Marks: 60

INSTRUCTION TO CANDIDATES:

- SECTION-A is COMPULSORY consisting of TEN questions carrying TWO marks each.
- 2. SECTION-B contains FIVE questions carrying FIVE marks each and students have to attempt any FOUR questions.
- 3. SECTION-C contains THREE questions carrying TEN marks each and students have to attempt any TWO questions.

SECTION-A

1. Write short notes on the following:

- a. What is non-verbal communication?
- b. Enumerate various channels of communication.
- c. What is meant by effective listening?
- d. Differentiate between internal and external communication.
- e. What are the components of effective talk?
- f. What do you understand by Grapevine?
- g. Enumerate five distinctive features of writing.
- h. What is the difference between listening and hearing?
- i. What are the qualities of good listener?
- j. What is the importance of feedback in communication?



SECTION-B

- 2. What is Communication? Describe the process of communication.
- 3. How can visual aids enhance technical communication?
- 4. What are the various elements of business writing? Explain.
- 5. Write a short note on Barriers to listening.
- 6. Explain the role of Group discussions in formal communication?

SECTION-C

- 7. Define Resume. Differentiate between resume a curriculum vitae. What are the various elements of good resume?
- 8. a. What is the difference between Quotations and Tenders?
 - b. Explain the speech mechanism.
- 9. a. What is the role of reading in communication? Explain.
 - b. What are the precautions which should be taken while conducting a meeting?

NOTE: Disclosure of Identity by writing Mobile No. or Making of passing request on any page of Answer Sheet will lead to UMC against the Student.

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