

Roll No.

Total No. of Pages : 02

Total No. of Questions : 09

B.Tech (IT) (Sem.-3)

WRITTEN AND ORAL TECHNICAL COMMUNICATION

Subject Code : CS-209

Paper ID : [A0455]

Time : 3 Hrs.

Max. Marks : 60

INSTRUCTIONS TO CANDIDATES :

1. 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

Q1) Write short notes on :

- a. Qualities of good notes.
- b. Types of essays.
- c. Planning the structure of an essay.
- d. Procedure of preparing slides for presentation.
- e. Types of technical writings.
- f. Language used in technical writing.
- g. Importance of bibliography.
- h. Types of official correspondence.
- i. Qualities of a good bio-data.
- j. Report writing.

SECTION-B

- Q2) What is the best method to take notes?
- Q3) Discuss the procedure of giving an effective oral presentation.
- Q4) Write a précis of the following passage :

Religious intolerance has been a curse to society since very old times. The great tragedy is that it is still continuing while we boast of our scientific advancement. A very large number of innocent people still suffer because they belong to a particular religion or race. The rising scourge of religious fanaticism and sectarianism is turning men into creatures worse than wild beasts. Selfish politicians incite the people of their own community against other religious communities so as to broaden and strengthen their vote banks. They sometimes purposefully plan communal riots. Common people should be aware of such elements. Right education can help a lot in this direction. All religions consist of essential and non-essential elements. The irony is that self-styled protectors of different religions ignore the essentials and fight over the non-essentials and cause bloodshed. They do not stop to think that all religions are similar in their basic tenets. In fact all the great prophets and saints were great lovers of humanity. They saw great injustice, cruelty and malpractices in their own communities and raised their voices against it. But what happened? The selfish elements and vested interests did not want any reform; they turned against them and almost all the prophet, saints and reformers had to suffer one way or the other.

- Q5) Describe the major points to be taken into consideration while writing a technical research paper.
- Q6) You are the Head of the Department in a technical company. What are the possible types of correspondence which you might need to do to deal with all technical matters? Discuss with examples.

SECTION-C

- Q7) Describe the procedure of writing a bio-data.
- Q8) Write an essay on : "Teacher student relationship".
- Q9) Write a technical report on the change in shopping trends according to the survey you conducted. The report is to be submitted to the manager of a hyper-mall. Give your suggestions also about the changes that need to be brought in the mall.