

Roll No.

Total No. of Pages : 02

Total No. of Questions : 09

B.Sc.(BT) (2013 to 2017) (Sem.-1)
TECHNICAL WRITING & COMMUNICATION SKILLS
Subject Code : BSBT-101
Paper ID : [F0201]

Time : 3 Hrs.

Max. Marks : 60

INSTRUCTION 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 has to attempt any FOUR questions.
3. SECTION-C contains THREE questions carrying TEN marks each and students has to attempt any TWO questions.

SECTION-A

Q1) Write short notes on the following :

- a. Résumé
- b. Technical writing
- c. Importance of communication.
- d. Group discussion
- e. Listening skills
- f. Difference between Résumé and CV.
- g. Audio-visual aids
- h. Tenders
- i. Technical report
- j. Effective writing

SECTION-B

- Q2) Describe the process of communication.
- Q3) Discuss the models of reading process.
- Q4) How can writing be made effective? Discuss.
- Q5) Fill in the blanks with appropriate adjectives :
- a. I found the movie extremely _____.
 - b. _____ children often get spoilt.
 - c. Avoid using _____ words in your speech.
 - d. Keats' poetry is remarkably _____.
 - e. With dead bodies littered around, it was a _____ sight.
- Q6) Describe different types of business correspondence in detail.

SECTION-C

- Q7) Write a job application letter along with your Résumé. Invent the necessary details.
- Q8) Discuss the method which should be followed for a successful oral presentation.
- Q9) Discuss the complete procedure of a group discussion.