

FACULTY OF ENGINEERING

B.E. (Civil, EEE, EIE, CSE, CME, DS, AI & ML) IV – Semester (AICTE) (Main) (New)
Examination, September/ October - 2022

Subject: Effective Technical Communication in English

Max. Marks: 70

Time: 3 Hours

- Note: (i) First question is compulsory and answer any four questions from the remaining six questions. Each Question carries 14 Marks.
(ii) Answer to each question must be written at one place only and in the same order as they occur in the question paper.
(iii) Missing data, if any, may be suitably assumed.

1. a) What is precision in technical communication? ✓
b) When do we use visual aids? ✓
c) How does email differ from IOM? ✓
d) Write about project report. ✓
e) Mention the types of manual. ✓
f) Write any two aspects of presentation. ✓
g) Draw a flow chart showing the preparation of any dish you like to eat. ✓
2. a) What are the features of technical communication? ✓
b) Write the differences between general and technical writing. ✓
3. a) Write a memo as the Principal of a college to all the staff members giving instructions about the college timings and punctuality for the maintenance of discipline of the college. ✓
b) Imagine that you got an opportunity to study MS in University of Cambridge. Write a letter to the Chief Manager of SBI bank of your locality requesting him/her to send you all the information related to education loans by SBI. ✓
4. a) What is progress report? How does it differ from evaluation report?
b) Write a feasibility report as the Manager of the Modern Mega Bakers on opening a new branch of the bakery at your locality. Invest the necessary details. ✓
5. a) What is operational manual? Discuss its features.
b) Write a product manual on any latest mobile phone.
6. a) What are the important aspects of oral presentation? ✓
b) Draw a tree diagram showing the vitamins, its sources and effects from the following paragraph. There are four types of vitamins: vitamin A, B, C and D. You will get vitamin A from milk, butter and eggs. Vitamin B is derived from meat and eggs, fruits and vegetables will provide you with vitamin C. Vitamin D can be obtained from fish oil and of course, sunlight. A lack of any of the above four vitamins may cause certain diseases and ailments. Lack of vitamin A, may result in blindness. Insufficiency of vitamin B gives rise to disorders of the nervous system. A deficient supply of vitamin C can cause skin diseases. Bone diseases are likely to occur in the absence of vitamin D. ✓
7. a) Discuss the guidelines for installation and operation of a T.V.
b) What are the types of technical communication? ✓