

4E1303

Roll No. [REDACTED]

Total No. of Pages: 3

4E1303

B. Tech. IV - Sem. (Main) Exam., - 2022  
Computer Science & Engineering (AI)  
4CAI1 – 02 Technical Communication  
All Branches

Time: 3 Hours

Maximum Marks: 70

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Instructions to Candidates:

*Attempt all ten questions from Part A. Five questions out of seven questions from Part B and three questions out of five from Part C.*

*Schematic diagrams must be shown wherever necessary. Any data you feel missing may suitably be assumed and stated clearly. Units of quantities used /calculated must be stated clearly.*

*Use of following supporting material is permitted during examination. (Mentioned in form No. 205)*

1. NIL

2. NIL

**PART – A**

**(Answer should be given up to 25 words only)**

**[10×2=20]**

**All questions are compulsory**

- ~~Q.1~~ What is technical communication?  
~~Q.2~~ Write the forms and aspects of 'Technical communication'?  
~~Q.3~~ What is the process of technical writing?  
~~Q.4~~ Define note-making.  
~~Q.5~~ What are the different discourse markers that can be used?  
~~Q.6~~ What are the different types of resumes?

Q.7 Combine the following sentence using an appropriate form of the verb given in the brackets.

(a) Man and woman.....complementary to each other. (is/are)

(b) The leader as well as his brothers.....to the same tribe. (belong/belongs)

Q.8 Mention the characteristics of the Report.

Q.9 Find the errors in the following –

(a) She can to drive.

(b) The house isn't enough big

Q.10 Write short on the following –

(a) Conference paper

(b) Journal

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## PART – B

(Analytical/Problem solving questions)

[5×4=20]

Attempt any five questions (Word limit 100)

Q.1 “The more you read, the more you become efficient in speaking a language.” Throw light on the connection of reading and speaking and tell how you can develop effective speaking skills.

Q.2 Write in detail about the aspects of technical communication and throw light on the 7C's of effective technical communication.

Q.3 Write about the challenges in the process of technical communication in detail.

Q.4 Elaborate editing strategies to achieve appropriate technical style.

Q.5 Define technical communication and its importance in the life of an engineering professional.

Q.6 Elucidate the structure and format of technical articles.

Q.7 Write notes on the following –

(a) Features of a report

(b) Sales Letter

## PART – C

(Descriptive/Analytical/Problem Solving/Design Questions) [3×10=30]

Attempt any three questions

Q.1 Create an email informing a group of people in the workplace about a co-worker of theirs whose management position has been downgraded to a staff position. Be clear, direct and concise in your delivery of the information and your explanation for it. Take into account workplace morale and the ethics of this decision. Your email should be at least 150 words long.

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Q.2 Your workplace is deciding how to upgrade the desktop computer systems. Prepare a report comparing three types of brands. Identify what categories you would use to compare all three. Include what graphics might be necessary for this report. Include your final recommendation at the end of the analysis.

Q.3 Write a job application in response to the advertisement for various faculty positions in June 2019 issue of the Hindustan Times to apply for the post of Assistant Professor in Computer Science. Write a detailed resume to be enclosed with it.

Q.4 (a) Discuss the various elements of a formal report.

(b) Write brief notes on the following –

(i) Significance of reports.

(ii) Formal and non-formal reports.

Q.5 With the advancement of technology, technical communication has also evolved and many unethical practices have been adopted by the professionals with a huge loss of reputation and assets. Throw light on the role of ethics and moral values in generating, analyzing and communication of technical information.