

B.E. / B.Tech. Computer Science & Engineering (Model Curriculum) Semester-III
SE105CS - Effective Technical Communication in English

P. Pages : 2

Time : Three Hours



GUG/W/24/13805

Max. Marks : 80

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- Notes :
1. All questions carry equal marks.
 2. Due credit will be given to neatness and adequate dimensions.
 3. Assume suitable data wherever necessary.
 4. Diagrams and Chemical equation should be given wherever necessary.
 5. Illustrate your answers wherever necessary with the help of neat sketches.
 6. All questions are compulsory.

1. a) Give definition of Technical writing. Explain objectives of Technical Writing. Explain its importance in details. 8
- b) Explain various forms of Visual aids. 8

OR

2. a) Explain in brief types of Communication based on organizational Relationship. 8
- b) Differentiate between General writing and Technical writing. 8
3. a) What is Inter office memorandum? Explain its purpose. Write a memo telling all employees about the change in timing hours due to new project submission. 8
- b) Explain the term 'Business Letters'. Discuss in detail about parts of business letter. 8

OR

4. a) How to write Business proposal? Discuss its structure. Mention its importance. 8
- b) Explain in short: 8
- | | |
|-------------------|----------------------|
| i) Sales letter | ii) Enquiry letter |
| iii) Order letter | iv) Complaint letter |
5. a) What is Project Report. Explain benefits of PR. Describe structure of PR in brief. 8
- b) Draft a one page business proposal for opening a new coffee shop. 8

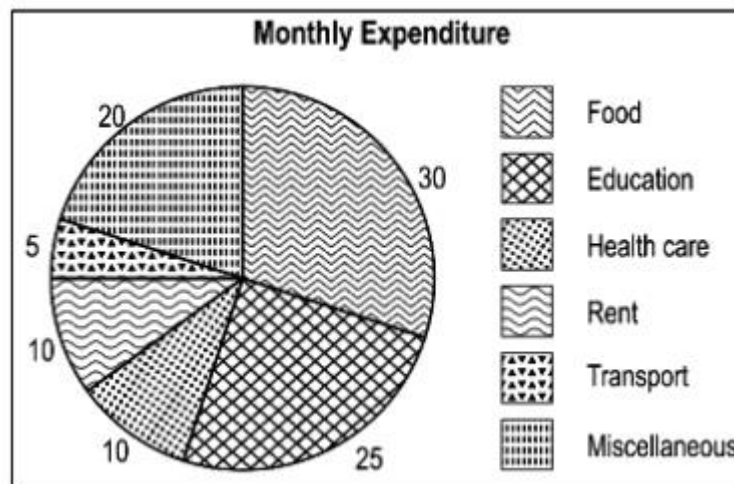
OR

6. a) What is Project Progress Report? What points are typically included in it? Mention some usefulness of PR. 8
- b) Explain evaluation report. Make employee performance on basis of their attendance, productivity, skills, collaboration, communication, etc and other such 10 quality behavior tools. 8

7. a) What is manual? Describe the types of manuals. What are the principles of Good Manual? 8
- b) What is User Manual? Make a generalized format for software user manual and describe it. 8

OR

8. a) What is Operation Manual? What contents are there in this? Also write benefits of operation manual. 8
- b) Explain types of operation manual in brief. 8
9. a) What is Information Transfer? Explain advantages of using this technique. The monthly expenditure of a family is shown in pie chart. Write a information analyzing the pie chart giving all information. 8



- b) What is oral presentation? What is the importance of presentation skills? What are the Aspects of oral and visual presentation? 8

OR

10. a) Describe the 5 P's of effective presentation. 8
- b) What is PowerPoint presentation? Discuss guidelines to make professional presentation. 8
