



- Notes :
1. All questions are compulsory.
 2. All questions carry equal marks.
 3. Assume suitable data wherever necessary.
 4. Illustrate your answers wherever necessary with the help of neat sketches.

1. a) What do you understand by the term technical communication? Explain its importance with examples. 8

b) Explain the term Precision and Relevance used in Technical Communication. 8

OR

2. a) What is the use of visual-aids in technical communication. 8

b) What are the types of Technical Communication. 8

3. a) What are the key attributes of Technical Writing? 8

b) What is the format of a Business letter (layout)? 8

OR

4. a) Explain E-mail ETIQUETTE in detail used for official correspondence purpose? 8

b) Explain different types of memos? 8

5. a) What does mean by Project Report. Why Project Reports are drafted explain in detail. 8

b) Describe the structure of feasibility Report. 8

OR

6. a) Explain the five Areas of Project feasibility. 8

b) What do you mean by Evaluation Report. Give the sample of evaluation Report. 8

7. a) State the Benefits of a manual. What does mean by user manual? 8

b) What are the contents of a Good USER and Product Manual? 8

OR

8. a) Explain operation manual in detail along with one example. 8

b) How the information will transfer from Non-verbal mode to verbal mode? 8

9. a) What are important aspects of oral and visual presentation? 8

b) Which steps we have to follow in preparing oral presentation? 8

OR

10. a) Explain 4 P's of presentation. 8

b) Draw a flowchart on preparation of your favourite dish/meal. 8
