

B.E. Computer Science & Engineering (MODEL CURRICULUM) Sem-III
SE105CS : Effective Technical Communication in English

P. Pages : 2

Time : Three Hours



GUG/W/22/13805

Max. Marks : 80

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- Notes : 1. All questions carry equal marks.
2. Assume suitable data wherever necessary.

1. a) Explain different levels of communication. 8
b) What is the process of communication? Explain why feed back is important in communication. 8

OR

2. a) Distinguish the following. 8
i) Technical writing and general writing.
ii) Bar graph and scatter graph.
b) What are the different features of technical communication? 8

3. a) Explain the rules to obey while writing an email. 8
b) What are the different types of business letters. 8

OR

4. a) Explain the format of business letter. 8
b) Describe how to create a business proposal. 8
5. a) Why writing feasibility study report is important? Explain its key components. 8
b) What is the format of writing a project report? 8

OR

6. a) Explain progress report in detail. 8
b) What do you understand by evaluation report? How to write it? 8
7. a) What do you mean by a product manual? What are its contents? 8
b) Why do we need manuals? 8

OR

8. a) What is an operation manual? Explain its contents. 8
b) What are the different types of manuals? 8

9. a) What is a tree diagram? When to use it and what are its different types? 8
- b) Distinguish the following : 8
- i) Verbal communication and non-verbal communication
- ii) Flow chart & pie chart.

OR

10. a) Explain the important aspects of the following : 8
- i) Oral presentation
- ii) Visual presentation
- b) Transfer the information represented in following diagram into text. 8
- i)

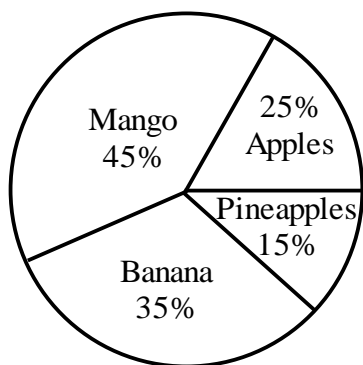


Diagram : Sales of fruits in summer

ii)

