

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

P. Pages : 2

Time : Three Hours



GUG/S/25/13805

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 question are compulsory.

1. a) Write three definition of communication. What is the communication process? Explain in detail with suitable diagram. 8
- b) Differentiate between oral communication and written communication. 8

OR

2. a) Explain in brief technical communication in context to precision, relevance, style and visual aids. 8
- b) Technical communication and general communication are poles apart as they differ in all aspects. Explain. 8
3. a) What do you mean by enquiry letter? Write an enquiry letter about kitchen installation product and appliances for your newly constructed house. 8
- b) Elaborate and explain structure of business proposal. 8

OR

4. a) What is adjustment letter? Write an adjustment letter for informing about damaged goods received via fast logistics. Assure them about replacement and this won't them in future. 8
- b) Differentiate between Memo, Letter, and Email. 8
5. a) What is feasibility report? Explain 5 areas of project feasibility in detail. 8
- b) What is progress report? When to write a PR? What is the need to write progress Report. 8

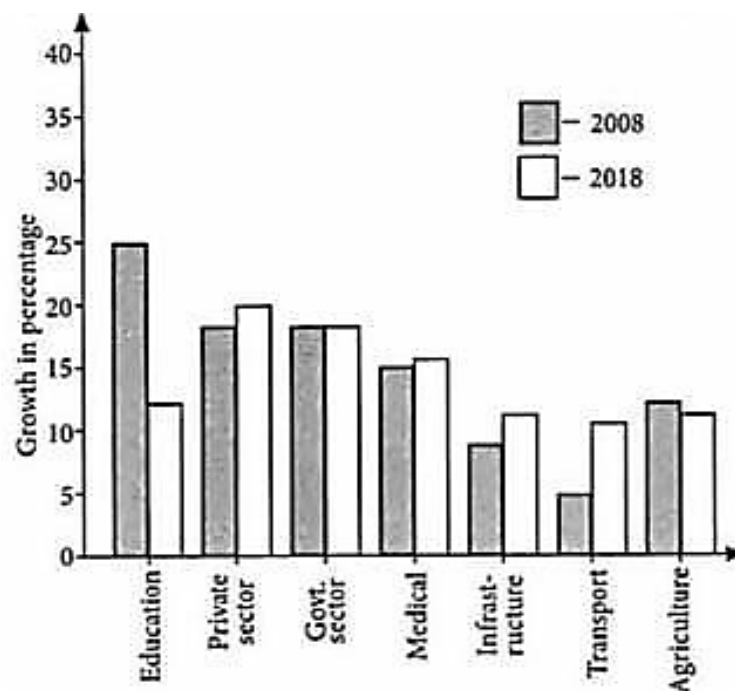
OR

6. a) Make a construction progress report of a project that aim to construct 10 storey residential building. Mention progress made, achievement and other details for it. 8
- b) Design a post training evaluation from how satisfactorily your trainer has done his job during the whole duration of you training 8

7. a) What is user manual? Elaborate the content and structure of user manual. 8
- b) What is product manual? Make index page including all contents and its page number for any particular product. 8

OR

8. a) Explain operation Manual. State its advantages and disadvantages. Write in short about types of operation manual. 8
- b) Give brief outline of sections of operation manual table of contents. Draw one example of company hierarchy. 8
9. a) Write an analytical paragraph based on the double bar graph showing the percentage growth in different sectors in a developing country. Explain importance of verbal communication. 8



- b) What is communication? Differentiate between verbal and nonverbal communication. 8

OR

10. a) Explain steps in preparing a oral presentation. 8
- b) Discuss the 5P's of effective presentation. 8
