

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

P. Pages : 2

Time : Three Hours



GUG/W/23/13805

Max. Marks : 80

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

1. a) What is Communication? Define Nonverbal communication and Enlist various components of non verbal communication. **8**
- b) What is important of Interpersonal and Intercultural communication in today's organization? **8**

OR

2. a) What is Technical Communication? What are its features? What is the difference between General and Technical Communication? **8**
- b) Explain in detail types of Technical Communication. **8**
3. a) What is IOM? Write about structure of a memo. Explain classification of Memos. **8**
- b) Write in brief structure of Business Letter. **8**

OR

4. a) Write a letter to Sales Manager, MMS Books Corner, Ashok Nagar, Abids placing order for 5 books that you need for educational purpose. You are Sanjeev from XXX Engineering college 12/CA, Model Town, Kukatpally. **8**
- b) Define Proposals. What is the purpose of proposals? What are its types? Explain structure of Business Proposals. **8**
5. a) Define Report. Explain its characteristics. Write structure of Project Report. **8**
- b) Explain Feasibility Report. Write its advantages. **8**

OR

6. a) What is Progress Report? Describe its functions. **8**
- b) Fantasy Garment Corporation wants to open a new garment branch in metropolitan city for all age groups ranging from formals to causals. You as a sales manager of company have to prepare a report on set-up of new showroom. **8**

7. a) What is Manual? Explain different types of manual. 8
- b) Write structure of User manual and content it include. 8

OR

8. a) Write set of Guidelines about specific feature and usage of mobile phones. 8
- b) Discuss Email etiquette in details. 8
9. a) Explain in brief aspects of oral and visual presentation. 8
- b) How to convert Tree diagram to paragraph for musical instrument. 8

OR

10. a) Why visual aids play important role in presentation? Explain in brief. 8
- b) Draw a flow chart for Preparation of Mango pickle. 8
