

4E1303

Roll No. _____

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B.Tech. IV Sem. (Main/Back) Examination, July - 2023
4AE1-02 Technical Communication/All branches

27

Time : 3 Hours

Maximum Marks : 70

Instructions to Candidates:

Attempt all ten questions from Part A, Attempt any five questions out of Seven questions from Part B and three questions out of Five questions from Part C.

Schematic diagrams must be shown wherever necessary. Any data you feel missing suitably be assumed and stated clearly. Units of quantities used/calculated must be stated clearly.

Use of following supporting material is permitted during examination. (Mentioned in form No. 205).

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PART - A

(Answer should be given up to 25 words only)

All questions are compulsory.

(10×2=20)

1. Mention two objectives of Technical communication.
2. What do you understand by the term "Technical Document".
3. Define the term "Technical Discourse"?
4. Name different types of "Technical Reports"?
5. Distinguish between Technical and non - Technical communication.
6. Suggest two methods of enhancing Listening communication skills.
7. Mention any two ways for improving Linguistic abilities of engineering students.
8. What do you mean by Information Development.
9. What does Structure of technical articles stand for.
10. Mention the different types of Technical Articles.

PART - B

(Analytical/Problem solving questions)

Attempt any five questions

(5×4=20)

1. Describe how to write a **Technical Project Proposal** in a step by step manner.
2. Recently your college held several competitions as part of Techfest celebrations. Write an article in 100-125 words on the topic 'The prize distribution' for your college magazine. Sign as sweety/suresh.
3. Write an E-mail to announce and congratulate your team as it has achieved the quarterly goal of reaching \$500,000 in sales. Invent all relevant information.
4. What is the importance of **Communication Skills**? Discuss in detail.
5. On the basis of your reading of the passage given below, make **notes** in points only, using abbreviations, wherever necessary. Also, suggest a suitable title.

Although environmental pollution can be caused by natural events such as forest fires and active volcanoes, use of the word pollution generally implies that the contaminants have an anthropogenic source - that is, a source created by human activities. Pollution has accompanied humankind ever since groups of people first congregated and remained for a long time in any one place. Indeed, ancient human settlements are frequently recognized by their wastes - shell mounds and rubble heaps, for instance. Pollution was not a serious problem as long as there was enough space available for each individual or group. However, with the establishment of permanent settlements by great numbers of people, pollution became a problem, and it has remained one ever since.

Cities of ancient times were often noxious places, fouled by human wastes and debris. Beginning about 1000 CE, the use of coal for fuel caused considerable air pollution, and the conversion of coal to coke for iron smelting beginning in the 17th century exacerbated the problem. In Europe, from the Middle Ages well into the early modern era, unsanitary urban conditions favoured the outbreak of population - decimating epidemics of disease, from plague to cholera and typhoid fever. Through the 19th century, water and air pollution and the accumulation of solid wastes were largely problems of congested urban areas. But, with the rapid spread of industrialization and the growth of the human population to unprecedented levels, pollution became a universal problem.

By the middle of the 20th century, an awareness of the need to protect air, water, and land environments from pollution had developed among the general public. In particular, the publication in 1962 of Rachel Carson's book *Silent Spring* focused attention on environmental damage caused by improper use of pesticides such as

DDT and other persistent chemicals that accumulate in the food chain and disrupt the natural balance of ecosystems on a wide scale. In response, major pieces of environmental legislation, such as the Clean Air Act (1970) and the Clean water Act (1972 ; United states), were passed in many countries to control and mitigate environmental pollution.

6. Suggest some tried and tested techniques on how to Revise a technical text.

7. Fill in the blanks (Any four):

1. He (write) to me every month.

a. is writing	b. has been writing
c. had been writing	d. writes
2. There was nothing he could do wait.

a. and	b. except
c. otherwise	d. than
3. This damaged building is sale.

a. in	b. at
c. on	d. for
4. He (be) weak in english in the beginning.

a. being	b. was
c. been	d. has been
5. He became IAS officer.

a. an	b. a
c. no article	d. the

PART - C

(Descriptive/Analytical/Problem solving/Design Question)

Attempt any Three questions.

(3×10=30)

1. What is technical communication? Discuss the different forms of communication.
2. What do you mean by minutes of meeting? What 8 things should the minutes of a meeting include?
3. Ankush Goyal, a resident of 315, Goal Chouraila, Mumbai reads an advertisement in the newspaper for the requirement of engineering graduates to market the products of a multinational company located in Mumbai. He decides to apply for the same. Write Ankush's application to the personnel manager, Larsen and Turbo Ltd. 365, Badlapur, Mumbai.

4. You are Ankush/Ankita. You partook in a program planned by 'Entrepreneurs Club'. You had the opportunity of listening to professionals about social entrepreneurship, Scalable startup entrepreneurship, Small business entrepreneurship, Large company entrepreneurship, Innovation entrepreneurship, etc. Write a report on the program of about 150-200 words for "Entrepreneurs Avenues" mentioning the importance of entrepreneurship.
 5. Write a note on information Design.
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