

Roll No.

Total No. of Questions : 09]

[Total No. of Pages : 02

Paper ID [CS209]

(Please fill this Paper ID in OMR Sheet)

B.Tech. (Sem. - 3rd)

WRITTEN AND ORAL TECHNICAL COMMUNICATION (CS - 209)

Time : 03 Hours

Maximum Marks : 60

Instruction to Candidates:

- 1) Section - A is **Compulsory**.
- 2) Attempt any **Four** questions from Section - B.
- 3) Attempt any **Two** questions from Section - C.

Section - A

(10 x 2 = 20)

Q1)

- a) Informational Report.
- b) Annexures.
- c) Unsolicited letter.
- d) Technical proposals.
- e) Formal Language.
- f) Reduction devices for note making.
- g) Chronological Resume.
- h) Technical Communication.
- i) Slide Preparation.
- j) Oral Communication Skills.

Section - B

(4 × 5 = 20)

- Q2) What are the essential elements in the Introduction, body and conclusion of an oral presentation?
- Q3) Discuss various layouts of letter-writing.
- Q4) Define Bibliography. What are the various points to be taken care of while preparing a Bibliography?
- Q5) "A memo is in the nature of letter and yet not a letter". Discuss.
- Q6) What is the difference between a CV (Curriculum Vitae) and a Resume?

Section - C

(2 × 10 = 20)

- Q7) Write an essay on any one of the following. Commercialisation of Education
OR
Criminalization of politics.
OR
Today's Life
- Q8) Assume that you are sales promotion officer of L.G. Write a sales letter promoting the sale of LG air Conditioner to be distributed to prospective LG Customers. Invent all necessary details.
- Q9) Define Precis. Discuss in detail various do's and don't which have to be kept in mind while doing precis.