

3E1102

Roll No.

Total No of Pages: **4****3E1102****B. Tech. III - Sem. (Main) Exam., Dec. - 2018****HSMC****3AN1 – 02 Technical Communication****All branches****Time: 2 Hours****Maximum Marks: 80***Instructions to Candidates:*

Attempt all five questions from Part A, four questions out of six questions from Part B and two questions out of three from Part C.

Schematic diagrams must be shown wherever necessary. Any data you feel missing may 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)*

1. NIL2. NIL**PART – A****(Answer should be given up to 25 words only)****[5×2=10]****All questions are compulsory**

- Q.1 Define technical communication. [2]
- Q.2 What are technical manuals? [2]
- Q.3 What is a strategy for effective writing? [2]
- Q.4 Why is a meeting agenda important for a productive meeting? [2]
- Q.5 Describe what is a technical project proposal. [2]

PART - B

(Analytical/Problem solving questions)

[4×10=40]

Attempt any four questions

Q.1 Describe technical communication skills (Listening speaking, writing and reading) and their importance for engineers. <http://rtuonline.com> [10]

Q.2 Describe strategies for organization of information and information design. [10]

Q.3 Explain methods to improve vocabulary and linguistic abilities. [10]

Q.4 Find the error and rewrite the sentence correctly- [10]

- (1) We all swim at the beach yesterday.
- (2) They hadn't scarcely enough feed for their cattle.
- (3) The animals has damaged my plants.
- (4) The perfume is for your sister and yourself.
- (5) My father has been sleep all day.
- (6) Mother has cook new dishes.
- (7) Not only Ram but only Sham is my friend.
- (8) A bus runs passed our house.
- (9) Neither Peter or James can sing well.
- (10) He drove fast so he might arrive early.

Q.5 Describe the technical writing process in detail. [10]

Q.6 Discuss the types, structure and writing formats of technical articles. [10]

PART – C

(Descriptive/Analytical/Problem Solving/Design Questions) [2×15=30]

Attempt any two questions

Q.1 You are Anand / Arti of 18 Model Town, New Delhi. You have seen an advertisement in the Hindu for the post of Engineer in an MNC. Apply for the job with complete resume. [7.5+7.5=15]

Q.2 Describe Technical reports, mentioning types and characteristics of technical reports in detail. <http://rtuonline.com> [5+5+5=15]

Q.3 Make notes on the contents of the passage given below, giving a suitable title. Make a summary of the passage. [7.5+7.5=15]

You need excellent verbal and written communication skills. Depending on the industry in which you work, the purpose of your content and the people who are using it, you may produce a lot written (text – based) documentation or focus more on images, simulations, videos and flowcharts. Regardless of the type of output, you need to be able to question subject matter experts (SMEs). You also need to be able to distil what SMEs tell you into information at an appropriate level of complexity (both in terms of level of content and language) for the people needing to use it.

The amount of subject matter knowledge you need as a technical communicator varies greatly depending on both the industry and the intended audience. For example, if you are communicating about consumer products for consumers, you are probably in a good position to understand what they need. In contrast, if you are writing for people working

in the pharmaceutical, nuclear or software development industries, you may need some specialist knowledge of the appropriate area so you can pitch your communication at an appropriate level. Technical communicators use a number of software applications to do their work. While no – one can know every application in depth, a general understanding of the types of application out there and what they are used for is useful. Detailed knowledge tends to grow as you use an application, and you can also attend tool – specific training courses or (in many cases) download trial versions to play.

The sort of person who tends to make a good technical communicator is one who has an eye for detail but is also able to see the bigger picture. He or she will be curious – about how something works, how to use it, how to use it more effectively or more efficiently. Being able to see things from someone else’s perspective is good – what is important to them, why are they doing what they are doing, what do they need to know. Finally, tenacity. You may have questions, and you need to keep asking them until you get an answer you can use. You may not understand all of the answer, but enough to be sure that it will make sense to those who should. <http://rtuonline.com>

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