Roll. No:

NOIDA INSTITUTE OF ENGINEERING AND TECHNOLOGY, GREATER NOIDA
(An Autonomous Institute Affiliated to AKTU, Lucknow)
M.Tech(Integrated)
SEM: IV - THEORY EXAMINATION - (2023 - 2024)
Subject: Technical Communication

Time: 3 Hours   Max. Marks: 100

General Instructions:

IMP: *Verify that you have received the question paper with the correct course, code, branch etc.*

1. *This Question paper comprises of* **three Sections -A, B, & C.** *It consists of Multiple Choice Questions (MCQ's) & Subjective type questions.*

2. *Maximum marks for each question are indicated on right -hand side of each question.*

3. *Illustrate your answers with neat sketches wherever necessary.*

4. *Assume suitable data if necessary.*

5. *Preferably, write the answers in sequential order.*

6. *No sheet should be left blank. Any written material after a blank sheet will not be evaluated/checked.*

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SECTION A   **20**

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1. Attempt all parts:-

1-a.   In a technical report aimed at both engineers and non-technical stakeholders,   1
        why is the choice of format crucial? (CO1)

       (a) To make the document visually appealing

       (b) To ensure that complex technical information is presented in a clear and accessible way for all readers

       (c) To showcase design skills

       (d) To prioritize quantity of information over the format

1-b.   The primary objective of technical writing is... (CO1)   1

       (a) to entertain the audience

       (b) to persuade the audience

       (c) to inform or instruct the audience

       (d) to confuse the audience

1-c.   In technical writing which of these must be avoided? (CO2)   1

       (a) objective evaluation

(b) subjective evaluation

(c) logical conclusion

(d) facts

| 1-d. | Technical writing demands which of the following use of language? (CO2) | 1 |

(a) figurative

(b) poetic

(c) dramatic

(d) factual

| 1-e. | Which of the following is not a characteristic of technical writing? (CO3) | 1 |

(a) formality

(b) correctness

(c) informality

(d) set patterns

| 1-f. | A report which is submitted at regular intervals of time is called... (CO3) | 1 |

(a) a letter report

(b) a memo report

(c) manuscript report

(d) routine report

| 1-g. | Confirming Purpose and Main Claim is the part of ____ in writing. (CO4) | 1 |

(a) proofreading

(b) editing

(c) revising, editing and proofreading

(d) none of the above

| 1-h. | Which process is used to make a document error free? (CO4) | 1 |

(a) proofreading

(b) editing

(c) revising,editing and proffreading

(d) none of the above

| 1-i. | _____is not one of the 7 C's of effective communication skills. (CO5) | 1 |

(a) Conciseness

(b) Correctness

(c) Character

(d) Clarity

1-j.	Which of the following reports are considered more reliable in the professional world? (CO5)	1

       (a) Summarised report

       (b) Written Reports

       (c) Memo Reports

       (d) Oral Reports

2. Attempt all parts:-

2.a.	What are the four different kinds of reading processes? (CO1)	2
2.b.	Define connotative meaning with at least one example. (CO2)	2
2.c.	What is a technical proposal and what is its main purpose? (CO3)	2
2.d.	Define 'Minutes of a Meeting?' (CO4)	2
2.e.	Define narrative writing style. (CO5)	2

SECTION B	**30**

3. Answer any <u>five</u> of the following:-

3-a.	Provide a brief example to illustrate how adapting communication strategies based on audience characteristics can enhance the overall effectiveness of technical communication. (CO1)	6
3-b.	What do you understand by the literal level of comprehension? How is it different from interpretive comprehension? (CO1)	6
3-c.	How can cultural differences influence the language and conventions used in business letters and emails, and what strategies can be employed to navigate through these differences effectively? (CO2)	6
3-d.	What is critical reading and why is it important while reading official written correspondence? (CO2)	6
3.e.	What is the difference between analytical and informational reports? (CO3)	6
3.f.	Discuss the main difference between Briefing and Advisory Meetings. (CO4)	6
3.g.	What are the objectives of copy editing? (CO5)	6

SECTION C	**50**

4. Answer any <u>one</u> of the following:-

4-a.	The phenomenon of globalization has resulted in cultural assimilation. In the context of individuals from diverse backgrounds and cultures collaborating in a team to pursue both organizational and individual goals, explain the significance of technical communication. Elaborate on why effective technical communication is essential in such a scenario and discuss the role it plays in	10

fostering collaboration, mitigating cultural differences, and achieving successful outcomes. (CO1)

4-b. How can technical communication actively contribute to achieving key objectives in diverse fields and industries? Discuss. (CO1)   10

5. Answer any <u>one</u> of the following:-

5-a. Prepare the Résumé of a candidate applying for the post of programmer in Virtuso Pvt. Ltd., an IT company. (CO2)   10

5-b. You have received an email from a client expressing dissatisfaction with your company's services. Draft a response email addressing the client's concerns, apologizing for any inconvenience, and outlining steps to resolve the issue. Invent necessary details. (CO2)   10

6. Answer any <u>one</u> of the following:-

6-a. What are some of the common sections of a technical report, and what information should be included in each section? (CO3)   10

6-b. Why do you think you should always proofread your proposal and research paper before final submission? Elaborate your answer. (CO3)   10

7. Answer any <u>one</u> of the following:-

7-a. You have come across an advertisement for a Software Trainee in a reputed IT company. Write a job application to the company? (CO4)   10

7-b. During a team meeting, you notice a colleague continuously checking his/her mobile phone and texting. How would you address this behavior while ensuring that it doesn't disrupt the flow of the meeting or affect team dynamics negatively? (CO4)   10

8. Answer any <u>one</u> of the following:-

8-a. What are the 5 Cs of effective writing? How are these useful in copyediting? (CO5)   10

8-b. "Ethical writing is an important part of the corporate life and it also necessary for professionalism." Elaborate this statement while suggesting ways to avoid plagiarism in writing. (CO5)   10