QUESTION PAPER CODE- 52007

University Institute of Engineering & Technology

(Recognised Under Section 2(f) and 12B of UGC)

Kurukshetra University, Kurukshetra

Roll No. -

THEORY EXAMINATION –May 2019	
B. TECH – All Branches	SEMESTER – II

TIME – 3 Hrs

M.M. - 75

PAPER- HS 101

SUBJECT- Technical Communication

Note: All questions in Part-A and Part-B are compulsory. Attempt any four questions from Part-C selecting at least one from each unit.

PART-A (15 Marks)

Q. No. – 1 Answer the following questions. **15x1=15**

(i)	Explain the definition of communication.
(ii)	Name the types of communication.
(iii)	Identify one barrier to effective communication.
(iv)	Predict two ways to break the barriers to effective communication.
(v)	Interpret the importance of 'sender'.
(vi)	Discuss the role of 'receiver' in communication.
(vii)	Why is it important to have good speaking skills?
(viii)	Explain the difference between 'listening' and 'hearing'.
(ix)	Identify clarity and fluency in speaking.
(x)	Explain why language is important in writing?
(xi)	Predict the number of the members of a Group Discussion.
(xii)	List two basic things to be prepared before an interview.
(xiii)	Explain 'Oral Presentation'.
(xiv)	Observe the difference between a 'Resume' & 'CV'.
(xv)	Define technical articles.

PART-B (20 Marks)

	UNIT-I	
2	Explain the barriers to effective communication. Develop strategies to overcome these barriers.	**5**
	UNIT-II	
3	Analyze the SQ3R Technique of Reading with illustrations.	**5**
	UNIT-III	
4	Examine the role of Oral Presentation in building self-confidence.	**5**
	UNIT-IV	
5	Describe the structure of Technical Letters, designing its format.	**5**

PART-C (40 Marks)

	UNIT-I	
6	Analyze the significance of medium in effective communication, explaining the process of encoding and decoding.	**10**
7	Determine the vital role of effective communication in developing personal and professional relations.	**10**
	UNIT-II	
8	Explain the paralinguistic features of speaking. How effective speaking helps in building confidence?	**10**
9	Analyze the traits of a good listener. Discuss the barriers of effective listening with suitable examples.	**10**
	UNIT-III	
10	Compose a Group Discussion in proper format on any one of the given topics: i) "Casting of Vote vs NOTA" ii) "T 20 vs One Day Cricket Matches"	**10**
11	Design a mock- interview considering yourself an engineer appearing for an interview.	**10**
	UNIT-IV	
12	A post of an Engineer in a government organization has been advertised in the newspaper. Create a Resume along with a covering letter for the same.	**10**
13	Express Technical Articles. State the rules of writing a proper technical article.	**10**