

Total No. of printed pages = 2

HS 171106

Roll No. of candidate

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28/3)

2022

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B.Tech. 1st Semester End-Term Examination

TECHNICAL COMMUNICATION

New Regulation and New Syllabus (w.e.f 2017 – 18)

Full Marks – 70

Time – Three hours

The figures in the margin indicate full marks for the questions.

Answer questions no. 1 and any four from rest.

(10 × 1 = 10)

1. Answer the following questions as directed:

- I am going to Delhi my son to Mumbai (Add correct Punctuation mark)
- Dorothy borrowed the pen from Rima. (Change the voice)
- I didn't go to the mall yesterday. (Add Tag questions)
- Nation (Change word class of the given word by adding suffix. Mention the word class too)
- Insane, benevolent (Write antonyms of the given words)
- Jason's father likes car. He work in a garage. (Turn into a complex sentence)
- One must learn to adapt oneself _____ changing circumstances. (Use appropriate preposition)
- We are happy when he moved away. (Change into negative without changing the meaning)
- Teacher said, "Submit the assignment by Tuesday." (Change the form of narration)
- He gave me the right _____ (advise, advice) Select the correct word.

[Turn over

2. Answer any four questions.

(a) Write short answers

(5 × 3 = 15)

- (i) What is Non-verbal communication?
- (ii) How many parts are there in a letter? Name them.
- (iii) Write three differences between oral and written communication.
- (iv) What is audience analysis?
- (v) What is grapevine? Explain.

(b) Write short notes on any three of the following.

(3 × 5 = 15)

- (i) Importance of Group Discussion.
- (ii) Kinesics
- (iii) Importance of soft skills.
- (iv) Diagonal communication
- (v) Elements of communication

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(c) What is Technical Report? Write about the different parts of an Empirical Research Report. (15)

(d) What is communication? Write the barriers to effective communication. (15)

(e) What are the four different format of Business Letter? How can you make a business letter effective? (8 + 7 = 15)

(f) What is the difference between Listening and Hearing? Write the different types of Listening. (7 + 8 = 15)

(g) Answer the following:

(3 × 5 = 15)

(i) As Adarsh Gupta, the Public Relations Officer of Ashoka Fertilizer Ltd, you have been asked to draft a memo to the office staff about the company's Annual Business Conference. Include the following information

- Venue of conference
- Date and time of conference
- Theme of conference

(ii) Suppose you want to take a car loan from State Bank of India. Write a letter to the Chief Manager, SBI branch of your locality requesting him/her to send you all the information related to SBI car loans.

(iii) Write a paragraph on Rhino poaching.