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HS 171106

Roll No. of candidate

BINA CHOWDHURY CENTRAL LIBRARY
(GIMT & GIPS)
Azara, Hatkhowapara,
Guwahati -781017

2019

B.Tech. 1st Semester End-Term Examination

TECHNICAL COMMUNICATION

(New Regulation & New Syllabus) (w.e.f 2017-2018)

Full Marks – 70

Time – Three hours

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

Answer question No. 1 and any *four* from the rest.

1. Do as directed :

(a) I wish I _____ (be verb) the Chief
Minister of Assam.

(Write the correct form of the verb) (1)

(b) Write down synonyms of

(Correct, similar, hardworking) (3)

(c) Write down antonyms of

(Blunt, sunny, destroy) (3)

(d) Before she had time to think about it Rani
jumped into the icy pool.

(correct the sentence) (1)

[Turn over

- (e) He said, "If I were rich, I would settle in Mumbai". (change the narration) (1)
- (f) The (weather/climate) of this place is quite pleasing. (choose the appropriate word from the brackets) (1)
2. What is communication? What are its basic elements? Write briefly about the principles of effective communication. (2 + 3 + 10 = 15)
3. Write short notes on any *three* of the following : (3 × 5 = 15)
- (a) Non verbal communication
 - (b) Stress and intonation
 - (c) Barriers to communication
 - (d) Importance of Interpersonal communication
 - (e) CV
4. (a) Write a paragraph on any ONE of the following topics : (7)
- (i) The impact of smart phones in a student's life
 - (ii) Digital India
- (b) Imagine you are Mitali Bora, the Supply Manager of Onyx Farms, Khanapara. You supplied 100 bags of rice to Woodcraft Restaurants on 21 October, 2019 for Rs. 50,000. The manager of the restaurant promised you to pay the full the amount within 30 days. However, you have not received any payment till today, Write an email to the Manager of Woodcraft Restaurant to pay the due amount within one week. (8)

5. What are the qualities of an effective oral presentation? (15)
6. (a) What is a Technical Report? What are the different types of Technical Report? (2 + 3 = 5)
- (b) What are the characteristics of a technical report? (10)
7. (a) What are the rules of writing a précis? (5)
- (b) Write a memo with the following information : (10)

You are the Manager of XYZ Company. You have noticed that many of the staff members spend a lot of time on the Google home page microgames during office hours. Write a memo to all staff reminding of their duties and ask them to concentrate on their work rather than wasting time on the games. You also state that you encourage fun and competitive environment in the office. However, that should be towards the benefit of the company. Therefore, the staff should be careful in using their company time.

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