

Written and Oral Technical Communication
(CS-209, Dec-07)

Section-A

- 1). a). Informational Report
- b). Annexures
- c). Unsolicited letter
- d). Technical proposals
- e). Formal language
- f). Reduction devices for note making.
- g). Chronological Resume
- h). Technical Communication
- i). Slide Preparation
- j). Oral Communication Skills.

Section-B

- 2). What are the essential elements in the Introduction, body and conclusion of an oral presentation?
- 3). Discuss various layouts of letter writing.
- 4). Define Bibliography. What are the various points to be taken care of while preparing a Bibliography?
- 5). "A memo is in the nature of letter and yet not a letter". Discuss.
- 6). What is the difference between CV (Curriculum Vitae) and a Resume?

Section-C

- 7). Write an essay on any one of the following.
 Commercialization of Education
 OR
 Criminalization of politics
 OR
 Today's life
- 8). Assume discuss in detail various do's and don't which have to be kept in mind while doing précis.