Paper ID [A0455]

(Please fill this Paper ID in OMR Sheet)

B.Tech. (Sem. - 3rd)

WRITTEN & ORAL TECHNICAL COMMUNICATION (CS - 209)

Time : 03 Hours   Maximum Marks : 60

Instruction to Candidates:

1) Section - A is **Compulsory**.

2) Attempt any **Four** questions from Section - B.

3) Attempt any **Two** questions from Section - C.

Section - A

Q1)   *(10 × 2 = 20)*

a) What is note taking?

b) What type of writing is best suited for official correspondence?

c) Frame a formal sentence.

d) Define Bibliography.

e) What is precis writing?

f) What are the communication aids?

g) How is a quotation cited?

h) What is the purpose of writing?

i) What is meant by descriptive communication?

j) What are the objectives of scientific writing?

Section - B

(4 × 5 = 20)

Q2) How is a technical paper written?

Q3) Prepare two Bibliographical citations.

Q4) What are the main features of essay writing?

Q5) What are the advantages of slide preparation?

Q6) What aids can be used in presentations?

Section - C

(2 × 10 = 20)

Q7) Make a precis of the following passage:

We are tempted to assume that technological progress is real progress and that material success is the criterion of civilisation . If the eastern people become fascinated by machines and techniques and use them, as western nations do, to build huge industrial organisations and large military establishments, they will get involved in power politics and drift into danger of death. Scientific and Technological civilisation brings great opportunities and great rewards but also great risks and temptations. Science and technology are neither good nor bad. They are not to be tabooed but tamed and assigned their proper place. They become dangerous only if they become idols.

Q8) Write an essay on any one of the following:
  (a) India in 2020.
  (b) Role of youth in society.

Q9) Send your resume to a soft ware company for project training.

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