

Roll No.

Total Pages : 02

BT-2/M-18

32031

TECHNICAL COMMUNICATION

HS-101N

Time : Three Hours]

[Maximum Marks : 75

Note : Attempt *Five* questions in all, selecting at least *one* question from each Unit.

Unit I

1. What is Effective Communication ? What are the common barriers in effective communication ? 5,10
2. Define communication. Suggest ways to overcome barriers in interpersonal communication. 5,10

Unit II

3. Is there a difference between listening and hearing ? Explain with relevant examples and also list the common barriers in listening. 5,10
4. What is technical writing style ? Discuss the essential features of good technical writing with suitable examples. 5,10

(2-76/10) L-32031

P.T.O.

Unit III

5. Describe the significance of job interviews today. Discuss the kinds of questions that may be asked during an interview. Describe in brief the strategies to deal with loaded and open questions. 3,6,6
6. Write short notes on any *two* topics given :
 - (a) Nature and importance of group discussion
 - (b) Selection group discussion
 - (c) Leadership functions in group discussions.

Unit IV

7. Assume that you are Saurabh Mehta. You have a bachelor's degree in production engineering from IIT Madras. Since then you have been working as a production engineer at Haldia Steel Limited, Haldia. You are a dynamic professional with excellent communication, interpersonal and negotiation skills. You are proficient in MS-DOS, Windows etc. Write a covering letter along with a resume to apply for the position of Senior Production Engineer at Bharati Steel Limited, Mumbai. 7,8
8. Write an article on any *one* of the topics given :
 - (a) Deep Web
 - (b) The Future of Electric Vehicles
 - (c) Solar Energy : Issues and Challenges.

L-32031

2

2,000