

BHS-102

ROLL NUMBER

2 6

B. Tech. (EE, ECE-IOT, ECE, ME)
MINOR TEST – 1 (2024-25)

Technical Writing and Professional Communication

TIME: 2 Hour

Max. Marks: 20

Note: Attempt all questions.

Q. 1 Attempt any two parts of the following.

- a) What is Communication? Explain its types. (4)
- b) What are the four skills of Language Acquisition? Elaborate. (4)
- c) Differentiate between Thesis writing and Research Paper writing in terms of their elements. (4)

Q. 2 Attempt any two parts of the following.

- d) What is the process of communication? (3)
- e) Differentiate between verbal and non-verbal communication. (3)
- f) What are the various types of Reading? (3)

Q. 3 Attempt any two parts of the following.

- d) What are the do's and don'ts of a professional presentation? (3)
- e) What are the different elements of writing a thesis? (3)
- f) Write an abstract entitled "Cybercrime" and suggest measures to prevent cyber fraud. (3)

B.TECH (EE, ECE, IoT, ME)
Year 2024 Semester: Even(1st)
Major Examination: 2024-25

Subject: TECHNICAL WRITING AND PROFESSIONAL COMMUNICATION

Time: 3hrs

Max. Marks: 50

Note: Attempt all questions.

| Q1. | Attempt any Five parts of the following. (UNIT- 1 & 2) | Marks | CO | BL | PO | PI code |
|-----|---|-------|----|-----|----|---------|
| a) | Assess the significance of non-verbal communication and how do non-verbal cues enhance verbal communication? | 2 | 2 | 2,3 | 1 | 1.2.1 |
| b) | What are the barriers to communication? | 2 | 1 | 1,2 | 1 | 1.2.1 |
| c) | How does language lab help in improving the LSRW skills? | 2 | 5 | 2 | 1 | 1.3.1 |
| d) | How to avoid gender, racial, and other forms of biases in professional writing? | 2 | 4 | 3 | 3 | 3.1.1 |
| e) | What is the difference between professional and creative writing? | 2 | 3 | 2 | 1 | 1.2.1 |
| f) | What is the difference between Abstract and Summary? | 2 | 3 | 2 | 1 | 1.2.1 |
| g) | How to make professional presentation attractive? | 2 | 5 | 3 | 3 | 3.2.1 |
| Q2. | Attempt any Two parts of the following. (UNIT-3) | | | | | |
| a) | Differentiate amongst C.V, Biodata and Resume. | 5 | 3 | 2,3 | 1 | 1.2.1 |
| b) | Prepare your Resume to be applied at Wipro for a job position of Assistant Engineer. | 5 | 4 | 3 | 1 | 1.2.1 |
| c) | Write a Formal letter to the Chairman, Council of Student Activities, Madan Mohan Malaviya University of Technology, Gorakhpur seeking permission to organise a two-day festival 'TechSrijan' at the Aryabhata Hall. Include the relevant details and organizing needs viz. camera, videography equipments accordingly. | 5 | 4 | 3 | 2 | 2.2.2 |
| Q3. | Attempt any Two parts of the following. (UNIT-3) | | | | | |
| a) | What is a technical proposal? Explain Proposal elements. | 5 | 2 | 1,2 | 2 | 2.1.1 |

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|-----|---|---|---|---|-----|---|-------|
| | b) | Write an email to the Controller of Examinations, requesting a transcript to be submitted at London School of Business. | 5 | 4 | 3 | 2 | 2.2.2 |
| | c) | Write a press report for <i>The Times of India</i> providing a coverage of 'Swift Wings'. | 5 | 4 | 3,4 | 2 | 2.2.2 |
| Q4. | Attempt any Two parts of the following. (UNIT-4) | | | | | | |
| | a) | What are the stages of a professional meeting? | 5 | 2 | 2,4 | 2 | 2.1.2 |
| | b) | Differentiate amongst Notice, Circular, Agenda and Minutes. | 5 | 3 | 1,2 | 1 | 1.2.1 |
| | c) | Describe Telephone Etiquettes and Phubbing? | 5 | 5 | 1 | 2 | 2.1.2 |
| Q5. | Attempt any Two parts of the following. (UNIT-4) | | | | | | |
| | a) | How to draft E-mails and write Blogs on social media? | 5 | 4 | 3 | 2 | 2.2.2 |
| | b) | What are Do's and Don'ts during videoconferencing? | 5 | 2 | 2,3 | 2 | 2.1.1 |
| | c) | What precautions should you take while drafting any content and sharing it on the social media? | 5 | 5 | 2,3 | 2 | 2.1.2 |