

BHS-102

ROLL NUMBER

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.**

- a) What is the process of communication? (3)
- b) Differentiate between verbal and non-verbal communication. (3)
- c) What are the various types of Reading? (3)

**Q. 3 Attempt any two parts of the following.**

- a) What are do's and don'ts of professional presentations? (3)
- b) What are the different elements involved in writing a thesis? (3)
- c) Write an abstract entitled "Cybercrime" and suggest measures to prevent cyber fraud. (3)

Subject Code:  
BHS-102

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

Subject: TECHNICAL WRITING AND PROFESSIONAL COMMUNICATION

Time: 3hrs

Max. Marks: 50

Note: Attempt all questions.

Q1.	Attempt any <b>Five</b> 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 <b>Two</b> 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 <b>Two</b> parts of the following. (UNIT-3)					
a)	What is a technical proposal? Explain Proposal elements.	5	2	1,2	2	2.1.1

	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 <b>Two</b> 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 <b>Two</b> 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