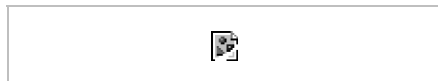


## DiplETE – ET/CS (NEW SCHEME) – Code: DE99 / DC99

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### Subject: COMMUNICATION SKILLS & TECHNICAL WRITING

Time: 3 Hours



Max. Marks: 70

**NOTE: There are 9 Questions in all.**

- Question 1 is compulsory and carries 20 marks. Answer to Q. 1 must be written in the space provided for it in the answer book supplied and nowhere else.
  - Out of the remaining EIGHT Questions answer any FIVE Questions. Each question carries 10 marks.
- 

**Q.1 Choose the correct or the best alternative in the following: (2□10)**

a. For job applications the following document is essential:

- (A) Technical report of your earlier work
- (B) Your family background
- (C) Your curriculum vitae
- (D) Mark-list of your final degree

b. Technical reports are *always* presented as:

- (A) Written report
- (B) Graphical presentation of the result
- (C) Oral presentation
- (D) Power point presentation

c. In your bio-data, always mention your:

- |            |                         |
|------------|-------------------------|
| (A) Caste  | (B) Name of the college |
| (C) Gender | (D) Date of birth       |

d. While communicating orally you should be:

- |                   |                    |
|-------------------|--------------------|
| (A) Very fast     | (B) Very slow      |
| (C) At high pitch | (D) At medium pace |

e. Hard disks are used in personal computers for:

- (A) Information storage
- (B) Speed control
- (C) Graphic presentation
- (D) Colour display on monitor

f. In English language the basic sentence pattern is \_\_\_\_\_

- |                         |                         |
|-------------------------|-------------------------|
| (A) subject-verb-object | (B) object-verb-subject |
| (C) subject-object-verb | (D) none of the above   |

g. UPS are used in computers for:

- (A) Uninterrupted operation                      (B) Fast speed  
(C) Low power consumption                      (D) Virus detection

h. A personal computer can be used as:

- (A) Loud-speaking device                      (B) Viewing slides  
(C) Writing technical reports                      (D) Projection of graphs

i. Scientific and technical reports should be:

- (A) Very brief  
(B) To the point  
(C) Elaborate  
(D) Supported by mathematical expressions

j. While selecting a personal computer for lab use, the most important factor is \_\_\_\_\_

- (A) input power                                      (B) operating voltage  
(C) size of the monitor                              (D) storage capacity

**Answer any FIVE Questions out of EIGHT Questions.  
Each question carries 10 marks.**

- Q.2** a. What are the four main basic concepts of good communication? Briefly discuss their importance. (5)
- b. What are the common barriers in effective communication? Which barrier is of most importance? Explain its role. (5)
- Q.3** a. Explain the terms Synonyms and Antonyms. (2+2+2)  
Give antonyms of: approve, benefit, fresh, fact  
Give synonyms of: enemy, error, admire, begin
- b. Give one example of each:
- (i) Interrogative sentence  
(ii) Imperative sentence  
(iii) Exclamatory sentence  
(iv) Affirmative sentence (4)
- Q.4** a. Explain the importance of paragraph writing in technical writing. (6)
- b. What do you understand by the terms-long paraphrase and short paraphrase? Explain their respective use. (4)
- Q.5** a. Give four essential elements of effective writing. Justify your answer by giving few examples. (4)

b. What is the difference between Bio-data, Personal Resume and Curriculum Vitae? **(6)**

**Q.6** Explain the importance of using visual aids in technical reports. Differentiate between Block Diagrams, Schematic Diagrams, Flow Charts and Circuit Diagrams and discuss their relative importance.  
**(4+6)**

**Q.7** a. What do you understand by the term Process of Listening? Differentiate between Hard skills and Soft skills.  
**(2+2)**

b. Discuss the role and contribution of 'Body Language' and 'Tone of Voice' in effective speaking.  
**(3 + 3)**

**Q.8** a. 'Group discussions have assumed an important role in present-day selection procedures/interviews'- justify this statement.  
**(6)**

b. Plan a group discussion on the topic 'LCD Monitors for lap-top computers' and suggest the essential technical points to be covered in this group discussion.  
**(4)**

**Q.9** Write brief notes on:

(i) Timing and duration of speech

(ii) Power point presentation

**(10)**