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Your Roll No

5167

B.Sc. (Prog.) / I J

**HU-112 – TECHNICAL WRITING AND
COMMUNICATION IN ENGLISH
(NC – Admission of 2005 onwards)**

Time : 2 Hours

Maximum Marks : 40

*(Write your Roll No on the top immediately on receipt of this
question paper)*

Attempt **All** the questions

- 1 Write short notes in **50 – 60** words each on any **four** of the following
- (i) Effective use of the grapevine
 - (ii) Limitations of paralanguage
 - (iii) Advantages of oral communication
 - (iv) Qualities of an effective interviewer
 - (v) Functions of a speech.
 - (vi) Noise as a barrier to communication
 - (vii) Agenda and Minutes of a meeting
 - (viii) Importance of a Report

4 × 2 = 8

2. Write a paragraph of about **150** words developing **one** of the topical sentences given below
- (i) Have mobile phones (cell phones) proved to be a blessing or a curse ?
 - (ii) Economic slow down has adversely affected the employment opportunities all over the world
 - (iii) Effective communications is a key to successful business. **8**

3. Prepare a summary of the proceedings of a Science seminar recently held in your college

OR

Draft a speech to be delivered by an eminent scientist on the dangers of proliferation of nuclear weapons **8**

4. Write table of contents of a user's manual on an automatic washing machine **8**

5. Draft a Memo to be issued to an employee who is a habitual late comer and has been found to be neglecting in the performance of duties assigned to him

OR

Draft a press communique from the Traffic Police Commissioner against the hazards of over speeding and overtaking from the wrong side by the drivers **8**

