Roll No. ....

Total No. of Questions : 09]

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B.Tech. (Sem.-3rd)
WRITTEN AND ORAL TECHNICAL COMMUNICATION
SUBJECT CODE : CS - 209
Paper ID : [A0455]
[Note : Please fill subject code and paper ID on OMR]

Time : 03 Hours

Maximum Marks : 60

Instruction to Candidates:

1) Section - A is **Compulsory**.

2) Attempt any **Four** questions from Section - B.

3) Attempt any **Two** questions from Section - C.

Section - A

Q1)   (10 × 2 = 20)

a) Benefits of effective note taking.

b) Elements of a bio data.

c) Memo.

d) Internal Communication.

e) What are office circulars?

f) What is a Précis?

g) SQ3R approach of note taking.

h) Write a bibliographic reference in Chicago Manual Style for the following paper :

Real-Time Object-Oriented System Design Using the Object Modeling Technique by Michael J.Chonoles and Clinton C.Gilliam published in Journal of Objected Oriented Programming, volume 8, number 3 in 1995 at pages 16-24.

i) Characteristics of a good essay.

j) Purpose of bibliography.

Section - B

Q2) What are the steps in writing a précis?

Q3) Write few tips for taking notes from reference material.

Q4) Discuss the different types of business correspondence in use in offices.

Q5) Discuss in brief how we can make a proper bibliography.

Q6) Make a bio data for the post of a junior engineer.

Section - C

Q7) Discuss the principles to make an effective oral presentation.

Q8) Discuss the guidelines to be followed while making a written presentation for a technical report.

Q9) Write an essay on "The Problem of Unemployment".

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