

Roll No.

Total No. of Questions : 09]

[Total No. of Pages : 02

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]

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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 x 2 = 20)

- a) Purpose of note taking.
- b) What is a technical report?
- c) Memo.
- d) External Communication.
- e) Parts of bio data.
- f) What is a Précis?
- g) Office order.
- h) SQ3R approach of note taking.
- i) Write a bibliographic reference in Chicago Manual Style for a book titled: *Online! A Reference Guide to Using Internet Sources* by Andrew Harnack and Eugene Kleppinger in 2000 (3rd edition) by St. Martin's Press published in New York.
- j) Types of business Letters.

Section - B

(4 x 5 = 20)

Q2) What are the benefits of taking notes as a study tool?

Q3) Write few tips for taking notes from lectures.

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- Q4) Write a memo warning an employee who is habitually late to office.
- Q5) Discuss in brief how we can make a proper bibliography.
- Q6) What are the steps of good essay writing?

Section - C

(2 x 10 = 20)

- Q7) Discuss the strategies to make an effective oral presentation.
- Q8) Discuss the guidelines to be followed while making a written presentation for a technical report.
- Q9) Write a précis based on the following paragraph.

A great part of Arabia is desert. Here there is nothing but sand and rock. The sand is so hot that you cannot walk over it with your bare feet in the daytime. Here and there in the desert are springs of water that come from deep down under the ground-so deep that the sun cannot dry them up. These springs are few and far apart, but wherever there is one, green grass very soon covers the ground all around it. Soon fig trees and palm trees grow tall and graceful, making a cool, green, shady place around the spring. Such a place is called an oasis.

The Arabs who are not in the cities live in the desert all the year round. They live in tents that can be put up and taken down very easily and quickly so that they can move from one oasis to another, seeking grass and water for their sheep, goats, camels and horses. These desert Arabs eat ripe, sweet figs, and also the dates that grow upon the palm trees; they dry them, too, and use them as food all the year round.

These Arabs have the finest horses in the world. An Arab is very proud of his riding horse, and loves him almost as much as he loves his wife and children. He never puts heavy loads upon his horse, and often lets him stay in the tent with his family.

The camel is much more useful to the Arab than his beautiful horse, however, for he is much larger and stronger. One camel can carry as much as or more than two horses. The Arab loads the camel with goods, and rides him too, for miles and miles across the desert - just as if he were really the "Ship of the Desert", which he is often called.

