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**B.TECH. (AEROSPACE ENGINEERING)**  
**(BTAE/BTCLEVI/BTMEVI/BTELVI/BTECVI/**  
**BTCSEVI)**

**Term-End Examination**

**December, 2012**

**BAS-003 : TECHNICAL WRITING &**  
**COMMUNICATION SKILL**

*Time : 3 hours*

*Maximum Marks : 70*

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*Note : Answer any seven questions. Each question carries equal marks.*

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1. What are the guidelines of writing official e-mail communication ? State its advantages and disadvantages. 10
2. Define Verbal Communication. Write guidelines for improving verbal communication skills. 10
3. Discuss the three stages of technical writing in detail. 10
4. Write an application with detail resume to the Managing Director, Kingfisher Aviation Group of Industries, Bangalore, 29 for the post of Aerospace Engineer. 10

5. What is Group Discussion (GD) ? What is the importance of GD in recruitment process ? Write in detail strategies with the help of suitable examples for an effective GD. 10
6. Write an essay on any one of the following topics in about 350 words : 10
- (a) The value and Importance of Newspapers
  - (b) My Favourite Book
  - (c) Television - A Boon or a Bane
7. What is audience awareness and presentation plan ? Give suitable situation and examples to justify the importance of audience awareness and presentation plan for an effective oral communication. 10
8. Write a technical article on Importance of Soft Skill Training' in Engineering and Management Education. 10
9. Explain the following terms : 10
- (a) Proxemics
  - (b) Voice Modulation
10. What is proposal writing ? What are the guidelines to write a persuasive proposal ? 10