

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

Term-End Examination

December, 2013

BAS-003 : TECHNICAL WRITING &
COMMUNICATION SKILL

Time : 3 hours

Maximum Marks : 70

Note : Attempt seven questions in all. Question No. 1 is compulsory. All questions carry equal marks.

1. In the following passage (items (a) to (j)), a choice of **four words** marked (i), (ii), (iii) and (iv) is given at certain places. Select from these choices the appropriate word to keep the meaning of the sentence in order. You may take help from the next part of the passage to find the right choice.
- (a) The cumulative production of crude oil during the **1x10=10**
- | | |
|-------------|-------------|
| (i) effect | (ii) cause |
| (iii) month | (iv) period |
- (b) April-January 1997-98 has
- | | |
|-----------------|---------------|
| (i) reached | (ii) targeted |
| (iii) described | (iv) conveyed |
- (c) 28.228 million tonnes against the planned
- | | |
|--------------|--------------|
| (i) point | (ii) reached |
| (iii) target | (iv) aspect |

- (d) of 28.181 million tonnes
 (i) representing (ii) targeting
 (iii) describing (iv) conveying
- (e) an achievement of 100% of the target.
 The production at this
 (i) target (ii) set
 (iii) level (iv) marked
- (f) is 3.6%
 (i) near (ii) higher
 (iii) placed (iv) positioned
- (g) than the production of 27.296 million tonnes
 attained
 (i) month (ii) time
 (iii) according (iv) during
- (h) the corresponding
 (i) month (ii) during
 (iii) period (iv) to last year
- (i) Crude oil production during January 1998
 was 2.869
 (i) kilograms (ii) millimeters
 (iii) million (iv) gallons tonnes
- (j) This is 2.9% higher than the
 (i) production (ii) population
 (iii) manufacturing (iv) marketing
 of 2.788 million tonnes achieved during
 January 1997.

2. Define effective communication. What are the principles of effective communication ? 10
3. Explain the difference between the process description and the description of an object. 10
4. What is verbal communication ? Which are the different types of verbal communications ? Explain any five of them. 10

5. Describe in brief the concept of computer networks and explain the advantages of computer networking, with the help of suitable examples. 10
 6. How does the type of audience affect the content and form of technical writing ? 10
 7. Prepare a table of contents for the Maintenance Manual of the Air Craft. 10
 8. What do you understand by 'Trip report' ? Explain with the help of a report writer's pyramid showing various compartments. 10
 9. As the secretary of the students union of your college, prepare a proposal for the setting up of a canteen in the campus. The proposal is to be submitted to the president students welfare department. 10
 10. Discuss the strengths and limitations of radio as an educational medium. Why audio cassettes have an edge over radio broadcasts ? 10
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