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

Term-End Examination

June, 2012

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

Time : 3 hours

Maximum Marks : 70

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

1. Draft a letter of complaint to the Registrar of your institute complaining about the dusty, unclean classrooms and premises. 10
2. What are the guidelines to be an effective speaker ? 10
Give suitable example to support your answer too.
3. What is 'agenda writing' ? Why is it necessary ? 10
How is an agenda written?
4. Draft a 'notice' as the HR head of your company to inform all the employees about change in the working hours of your branch and the change in the uniform of all the employees too. 10

5. As the secretary of the student's 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
6. What is communication ? Explain the importance of communication in social and professional domain. Write any five principles of communication. 10
7. What is report writing ? Explain five types of report with suitable examples too. 10
8. Define non-verbal communication. What are the advantages of non-verbal communication over verbal communication ? Provide suitable examples to justify your answer. 10
9. Write an essay on *any one* of the following topics in about 350 words : 10
- (a) Merits and demerits of Indian Education system.
 - (b) The happiest day of my life
 - (c) Barack Obama, the youth icon
10. Explain the following terms. 10
- (a) Significance of Eye contact in communication.
 - (b) Facial expressions and Posture.