

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

00378

Term-End Examination

June, 2016

**BAS-003 : TECHNICAL WRITING AND
COMMUNICATION SKILLS**

Time : 3 hours

Maximum Marks : 70

Note : Attempt ten questions in all. Question no. 1 is compulsory. All questions carry equal marks.

1. Pick out the most effective word from the given words to fill in the blank to make the sentence meaningful.

7×1=7

(a) _____ a very popular person, he can hardly enjoy any privacy.

(i) He

(ii) Having

(iii) Been

(iv) Being

- (b) The Britishers had succeeded in keeping India divided and _____ forever.
- (i) ruling
 - (ii) ruled
 - (iii) unified
 - (iv) destabilized
- (c) Our company has invested a huge amount in _____ the outdated unit.
- (i) running
 - (ii) modernizing
 - (iii) selling
 - (iv) establishing
- (d) Pollution has an _____ effect on health.
- (i) intrinsic
 - (ii) adverse
 - (iii) inevitable
 - (iv) active
- (e) Before attempting to solve any problem, we must try to _____ its root cause.
- (i) identify
 - (ii) question
 - (iii) ignore
 - (iv) attack

(f) His father _____ him for his disappointing performance.

(i) reprimanded

(ii) flattered

(iii) encouraged

(iv) frustrated

(g) She could _____ punishment only because of the judge's generosity.

(i) get

(ii) improve

(iii) control

(iv) escape

2. Briefly explain why audience analysis is important before writing a technical document. 7
3. Discuss the strengths and limitations of radio as an educational medium. 7
4. Describe oral and written communication with ways to make these more effective. 7
5. What important points about choice of words must you keep in mind for effective verbal communication? 7
6. Define effective communication. Also explain 'Noise' in communication. 7

7. Describe in brief the concept of computer networks and explain the advantages of computer networking with the help of suitable examples. 7
 8. How will you make your presentation effective ? Justify your answer with suitable examples. 7
 9. Write an extended note on the Principles of Group Discussion. 7
 10. What is a debate ? How should one prepare to participate in a debate ? 7
 11. What points should we keep in mind while writing minutes of a meeting ? 7
 12. What is the difference between a Resumé and a Curriculum Vitae ? Illustrate with suitable examples. 7
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