| BAS-003 |

B.Tech. AEROSPACE ENGINEERING
(BTAE/BTCLEVI/BTMEVI/BTELVI/ BTECVI/BTCSVI)
Term-End Examination

00323

June, 2015

BAS-003 :TECHNICAL WRITING AND COMMUNICATION SKILLS

Time : 3 hours   *Maximum Marks : 70*

Note : *Attempt any **seven** questions. All questions carry equal marks.*

1. As an airport in-charge, write a report to the competent authority about the accident that took place at the airport runway. Suggest some safety measures. *10*

2. Write down the guidelines for the effective use of an e-mail. Why is e-mail not considered for judicial/legal usage in some organisations in India ? *10*

3. How will you make your presentation effective ? Justify your answer with suitable examples. *10*

4. What is verbal communication ? Discuss in brief the different types of verbal communication. Explain any five of them. *10*

5. What is body language ? Explain the different types of body languages. *10*

6. Briefly explain why audience analysis is important before writing a technical document. *10*

7. During a crisis, what steps will you take to communicate within the organization ? *10*

8. Define "Group Discussion". State how one should prepare for a Group Discussion. What are the Do's and Don'ts of Group Discussion ? *10*

9. Imagine a candidate is appearing for an interview to the post of aerospace engineer in a company. He/She is a fresher from college. What tips would you give to him/her ? *10*

10. Why is it so important to develop strong listening skills ? *10*