

**B.TECH. IN AEROSPACE ENGINEERING
(BTAE)**

01921

Term-End Examination

June, 2010

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

Time : 3 hours

Maximum Marks : 70

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

1. (a) What are the basic methods of finding information? Explain them with examples. 5
- (b) As lab incharge, write a report to the principal about the accident that took place in the chemistry lab while conducting practicals. Suggest some safety measures. 5

2. (a) Explain the following terms : 5
 - (i) Chronemics
 - (ii) Kinesics
- (b) Write a letter placing an order with the proprietor, Modern Book store, Pune - 16, for the following books, one copy of each : 5
 - (i) Animal Farm - "George Orwell".
 - (ii) Oliver Twist - "Charles Dickens".
 - (iii) Pride and Prejudice - "Jane Austen"state terms and conditions.

3. (a) Write guidelines for the effective use of an E - mail. 5
(b) What is the proper structure to write a clear and persuasive proposal ? 5
4. (a) What is Silent Communication ? 5
(b) How can you build a company without boundaries ? 5
5. Define Effective communication. What are the principles of effective communication ? 10
6. Explain the difference between the process Description and the Description of an Object. 10
7. Describe the three stages of Technical Writing. 10
8. How will you make your presentation effective ? 10
Justify your answer with suitable examples.
9. What is verbal communication ? Which are the different types of verbal communications ? 10
Explain any five of them.
10. Write down the techniques of clear writing. 10