

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

**Term-End Examination**

**December, 2014**

00785

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

*Time : 3 hours*

*Maximum Marks : 70*

**Note :** Attempt *ten* questions in all. Questions no. 1 and 2 are *compulsory*.

1. In the following questions, of the four given alternatives, choose the one which can be substituted for the given words/phrase :  $7 \times 1 = 7$
- (i) A sleeping room for many persons
- (a) boarding  
(b) hostel  
(c) dormitory  
(d) dwelling
- (ii) Habit of secretly listening to private conversation
- (a) spying  
(b) spelling  
(c) condign  
(d) murmuring

- (iii) A large-scale departure of people from a territory
  - (a) migration
  - (b) immigration
  - (c) exodus
  - (d) aberration
  
- (iv) A disease that spreads by means of germs carried in atmosphere
  - (a) infections
  - (b) epidemic
  - (c) contagious
  - (d) endemic
  
- (v) Rainfall at irregular intervals or occasionally
  - (a) irregular
  - (b) sporadic
  - (c) accidental
  - (d) temporary
  
- (vi) A speech delivered without preparation
  - (a) straightforward
  - (b) extempore
  - (c) verbose
  - (d) maiden
  
- (vii) Something which becomes outdated
  - (a) old
  - (b) ancient
  - (c) obsolete
  - (d) useless

2. In the following passage (items (i) to (vii)) a choice of four words marked (a), (b), (c), and (d) 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.

7×1=7

- (i) The cumulative production of crude oil during the
- (a) effect
  - (b) cause
  - (c) month
  - (d) period

April-January 2011-2012 has

- (ii) (a) reached
- (b) targeted
  - (c) described
  - (d) conveyed

28·288 million tonnes against the planned

- (iii) (a) point
- (b) reached
  - (c) target
  - (d) aspect

of 28·181 million tonnes

- (iv) (a) representing
- (b) targeting
- (c) describing
- (d) conveying

an achievement of 100·4% of the target. The production at this

- (v) (a) target
- (b) set
- (c) level
- (d) marked

is 3·6%. Crude oil production during January 2012 was 2·869

- (vi) (a) kilogram
- (b) millimeters
- (c) million
- (d) gallons

tonnes. This is 2·9% higher than the

- (vii) (a) production
- (b) population
- (c) manufacturing
- (d) marketing

of 2·788 million tonnes during January 2011.

3. What is 'Noise' in communication ? What factors in the organizational environment cause noise ? 7
4. Describe the impact of Internet and the World Wide Web with special emphasis on their utility in Aerospace Engineering. 7
5. What advantages does oral presentation have over written presentation ? Describe some of the situations that require oral presentation. 7
6. Write down the guidelines for the effective use of an e-mail. 7
7. What is the difference between a Resumé and Curriculum Vitae ? Write down your own CV. 7
8. How will you make your PowerPoint presentation effective ? Justify your answer with suitable examples. 7
9. Do you think it is easier to prepare and make a presentation in a team than individually ? Why ? Why not ? 7
10. Write down a technical article on the 'Importance of Soft-skill Training' in Engineering Education. 7
11. What is Group Discussion (GD) ? What is the importance of GD in recruitment process ? Write in brief the strategies for an effective GD, with the help of suitable examples. 7

12. Write an essay on any **one** of the following :

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- (a) No one can hurt you without your permission
  - (b) You too can be a super achiever
  - (c) Cities like cats reveal at night
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