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

00373 Term-End Examination

December, 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 best choice from the given four alternatives that completes the sentence meaningfully. *7×1=7*

    (a) I will have to wait on this side of the road until the policeman _____ the traffic.

      (i) will stop

      (ii) would stop

      (iii) could stop

      (iv) stops

(b) We carefully thought over his suggestion after he _____ .

　　(i)　had left

　　(ii)　have left

　　(iii)　has left

　　(iv)　leave

(c) As we were swimming, the young man _____ into the deep water of the lake.

　　(i)　was falling

　　(ii)　had fallen

　　(iii)　was fallen

　　(iv)　fell

(d) I shall always be thinking of you wherever you _____ .

　　(i)　shall go

　　(ii)　go

　　(iii)　should go

　　(iv)　will go

(e) The tonga was going _____ the passengers had to hold on very tightly.

　　(i)　too fast that

　　(ii)　so fast that

　　(iii)　quite fast that

　　(iv)　not so fast that

(f) My private diary _____ was lost and I could not record the events of the week.

   (i)   in which I was writing something

   (ii)   which I was writing

   (iii) that I was writing in

   (iv)   that I had been writing in

(g) Unhygienic circumstances _____ health problems.

   (i)   give rise to

   (ii)   bring into existence

   (iii) call for

   (iv)   replace

2. Write down a brief note on Reading skills.   7

3. What are the guidelines for effective Public Speaking and Group Discussion ?   7

4. How can we prepare an effective PowerPoint presentation ? Give examples.   7

5. What are the various types of letters ? Comment on the difference between Formal and Informal letters.   7

6. What is verbal communication ? What are the different types of verbal communication ? Explain any five of them.   7

7. Write a report on the advantages of social media.   7

8. Explain the important features that make "teleconferencing" a preferred technology for Aerospace Engineering.   7

9. How can one handle a Question-Answer session effectively after a presentation ? Describe in detail.   7

10. What is role-play ? What is its purpose ? What are its drawbacks ?   7

11. "Group Discussions play a very important role while judging the right candidate by the HR." Do you agree ? Discuss the factors to be taken care of while participating in Group Discussions.   7

12. Describe the uses of Internet and the World Wide Web with special emphasis on their utility in Aerospace Engineering.   7

———