

**DCLEVI / DMEVI / DELVI / DECVI / DCSVI /
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00563

Term-End Examination

December, 2016

OIEL-001 : TECHNICAL ENGLISH

Time : 2 hours

Maximum Marks : 70

Note : Answer any *five* questions. All questions carry equal marks.

1. What are the fundamentals of good technical writing ? Explain each with appropriate example. 14

2. (a) Describe the types and importance of visual aids in a presentation. 7

- (b) What are the different styles of presentation ? Explain. 7

3. As a laboratory incharge, write a report to the principal about the accident that took place in the chemistry laboratory while conducting practicals. Suggest some safety measures. 14

4. (a) Write the guidelines for the effective use of filing systems. 7
- (b) What are the roles and functions of correspondence? 7
5. (a) Describe the three stages of technical writing. 7
- (b) Write the different Dos and Don'ts of Resumé writing. 7
6. (a) How will you make your presentation effective? 7
- (b) How is evaluation carried out for group discussion? 7
7. (a) Why is body language in communication important? 7
- (b) How can you use effective body language in communication? 7
8. (a) What are the different types of interviews? Explain. 7
- (b) How do you prepare yourself before attending an interview? 7
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