

00452

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

Term-End Examination

December, 2017

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

Time : 3 hours

Maximum Marks : 70

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

1. What is the difference between intonation and stress ? Explain with suitable examples. 10
2. What is the main difference between a CV and a resume ? 10
3. Elaborate on personality traits which should be given prominence in a resume when looking for a sales job. 10
4. What is empathy ? How can you demonstrate it in a group discussion ? Is it always better to be the first and the final speaker ? Justify your answer. 10

5. Choose the correct option from the given four alternatives :

5x2=10

- (i) Did you have the meeting in the office yesterday ?
- (a) No, I haven't
 - (b) No, I hadn't
 - (c) No, I didn't
 - (d) No, I don't
- (ii) How long have you been living in Bangalore ?
- (a) For 5 years
 - (b) Since 5 years
 - (c) In 5 years
 - (d) 5 years ago
- (iii) Do you have a Mercedes ?
- (a) No, I haven't
 - (b) No, I don't
 - (c) No, I don't have
 - (d) No, I doesn't
- (iv) Where does Shruti live ?
- (a) At 201, Amherst street, Kolkata
 - (b) In 201, Amherst street, Kolkata
 - (c) On 201, Amherst street, Kolkata
 - (d) Inside 201, Amherst street, Kolkata

(v) What _____ do next year ?

(a) Will you

(b) Do you

(c) Won't you

(d) Are you going to

6. Discuss the role of body language in an interview. 10
7. What are the barriers to effective communication ? How can they be removed ? 10
8. What advantages do oral presentation have over written presentation ? Describe some of the situations that require oral presentation. 10
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