

FACULTY OF ENGINEERING

**B.E. (CE/EE/EIE/CSE) (AICTE) IV – Semester (Main) Examination,
December 2020**

Subject: Effective Technical Communication in English

Time: 2 Hours

Max.Marks: 70

Note: (Missing data if, any can be assumed suitable).

PART – A

Answer any five questions.

(5 x 2 = 10 Marks)

- 1 What do you mean by factual accuracy in technical writing?
- 2 What do you mean by redundancy in writing? Give an example.
- 3 What is an IOM and why is it used?
- 4 What is the importance of tone in composing effective business letters?
- 5 Define operations manual.
- 6 In preparing a manual why should jargons be avoided?
- 7 What is a feasibility report?
- 8 What is the function of an appendix in report writing?
- 9 How do visual aids benefit an oral presentation?
- 10 What are the four Ps of presentation?

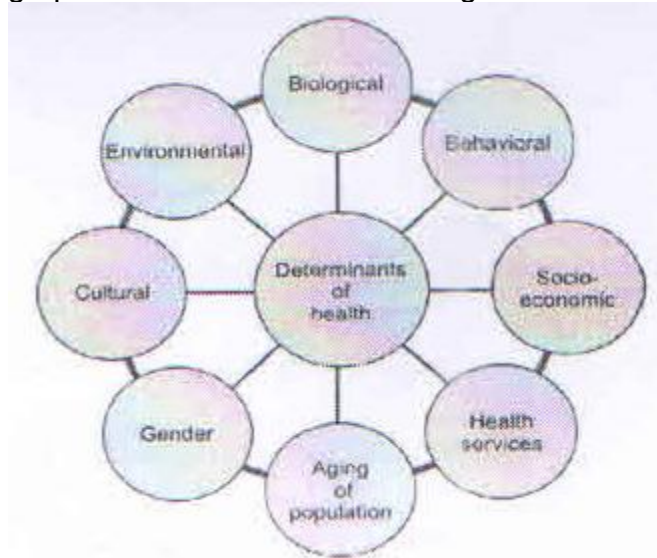
PART – B

Answer any four question.

(4 x 15 = 60 Marks)

- 11 a) Define technical communication. Write a note on ABC or the three basic elements of technical communication.
b) Discuss at least five differences between general and technical writing.
- 12 a) Assume that you are Dr. Mohiuddin, the Director of La Excellence IAS coaching academy. Draft a sales letter for prospective students. Mention the value of training in this particular center and the relevance of the courses. You can include the following points:
Discount on early joining
Hostel facility
Mock test facilities etc.
b) Write at least seven E-mail etiquettes that are necessary for business correspondence?
- 13 a) Write a note on the structure of a formal report?
b) IIT Kharagpur has introduced 10 online courses to benefit its Undergraduate students during the lockdown due to COVID-19. As the administrative officer prepare an evaluation report on the efficacy of the courses.

- 14 a) What is a manual? What are the various uses of a manual?
b) Prepare a basic user manual of a smart television.
- 15 a) Write a paragraph based on the information given below.



- b) What are the different kinds of non-verbal elements that can improve the effectiveness of a presentation?
- 16 a) What would be the style considerations in technical writing?
b) You have to make a speech for about 15 minutes on the topic “Decline in the sales Cars in 2020”.
- 17 a) Discuss how the body language, tone of voice and duration of speech are effective while speaking on a technical topic.
b) Work well Industries Ltd. Has observed that a sizeable number of employees take leave on certain occasions such as music event, test cricket matches and film festivals. As the MD of the company draft a memo and send it to the Divisional Heads asking them to take suitable action to prevent such mass absenteeism which hampers smooth functioning of the industry.

FACULTY OF ENGINEERING

**B. E. IV – Semester (AICTE) (ECE/M/P/AE/IT) (Main) Examination,
December 2020**

Subject: Essence of Indian Traditional Knowledge

Time: 2 hours

Max. Marks: 70

Note: (Missing data if, any can be assumed suitable).

PART – A

Answer any five questions.

(5 x 2 = 10 Marks)

1. Define Philosophy?
2. What is Heritage?
3. Four Vedas – Explain.
4. Advitavedanta – Explain in brief.
5. Write a note on Buddhist “Sunnyavada”.
6. Religion – Explain in brief.
7. Write a short note on Indian Architecture.
8. What about Indian painting? – Explain.
9. What are the aims of Indian Education system?
10. Value based Education? – Explain in brief.

PART – B

Answer any four questions.

(4 x 15 = 60 Marks)

11. (a) Discuss the common characters of Indian – Philosophy.
(b) What is the relation between Culture and Civilization?
12. (a) Write an essay on schools of Vedanta?
(b) Examine the significance of scriptures to current society.
13. (a) Explain the nature and definition of philosophy of Religion?
(b) Discuss the Four Noble Truths of Buddhism?
14. (a) Give a detailed account of Dance and Drama?
(b) Explain in detail development of science and technology in India?
15. (a) Write an essay on Vedic and Puranic Education System.
(b) Examine the role of education for cultural development?
16. (a) Write an essay on Brahma Samaj?
(b) Discuss about the development of science ancient period to Modern period in India?
17. (a) Write a note on literature of South India?
(b) What are the perspective on (NEP) – National Education Policy – 2020.