

Code : 101305

**B.Tech 3rd Semester Exam., 2019**  
**( New Course )**

**HUMANITIES—1**

**( Effective Technical Communication )**

Time : 3 hours

Full Marks : 70

**Instructions :**

- (i) The marks are indicated in the right-hand margin.
- (ii) There are **NINE** questions in this paper.
- (iii) Attempt **FIVE** questions in all.
- (iv) Question No. 1 is compulsory.

1. Answer the following questions as directed  
(any seven) : 2×7=14

- (a) Presentation is a form of address in which
    - ~~(i)~~ a speaker addresses an audience
    - (ii) a speaker addresses himself
    - (iii) a speaker addresses a specified audience
    - (iv) None of the above
- ( Choose the correct option )

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- (b) Some important types of proposals are
    - (i) business
    - (ii) research
    - (iii) technical
    - ~~(iv)~~ All of the above
- ( Choose the correct option )

- (c) A good report should be
    - (i) based on facts
    - (ii) objective in approach
    - (iii) accurate and precise
    - ~~(iv)~~ All of the above
- ( Choose the correct option )

- (d) What is a report?
    - (i) Complaint
    - (ii) Narration
    - (iii) Speech
    - ~~(iv)~~ Formal communication
- ( Choose the correct option )

- (e) Write the following statements as True or False :
  - (i) Objectivity is an essential quality of a report.
  - (ii) There is no specific use of proposals in the business world.

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(f) Write the following statements as True or False :

- (i) Report is an official communication and not a complaint.
- (ii) The 'Front Matter' in a proposal is often called the prefatory part.

(g) Write the following statements as True or False :

- (i) Impromptu speech is methodical.
- (ii) Kinesics is a kind of aeronautics.

(h) Write the following statements as True or False :

- (i) Voice inflection means narrowing the voice.
- (ii) Reading from the manuscript is a good way of speech.

(i) Like other technical writings, a report has three parts. They are

- ~~(i)~~ front matter, main body, back matter
- (ii) forward, backward, middle
- (iii) light, heavy, moderate
- (iv) All of the above

(j) Write four sentences on 'ethical issues at an individual level'.

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2. Write in about 250 words on any one of the following : 14

- (a) Communication at workplace
- (b) Role and responsibility of engineer

3. What are some good time management skills? 14

4. Write notes on any two of the following : 7×2=14

- (a) Technical writing
- (b) Importance of time management
- (c) Self-esteem
- (d) Human factors in communication

5. What are the key factors to consider when setting goals? 14

6. What are the basic principles of office etiquette? 14

7. How can I improve my self-assessment skills? 14

8. What is the relationship between social responsibility and ethics? 14

9. In not more than 150 words, write about 'business ethics'. 14

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