

**ARYA COLLEGE OF ENGINEERING**  
**GUESS PAPER**  
**(B. Tech. II Year III Semester 2025-26)**  
3CS1-02: Technical Communication

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**Unit 1: Introduction to Technical Communication**

**Short Answers: (2 Marks Each)**

<b>S.no</b>	<b>Questions</b>	<b>CO</b>	<b>BLT</b>
1.	What are four language skills?(2025)	CO-1	BLT-1
2.	Define Technical Communication with the help of example.	CO-1	BLT-1
3.	Explain Technical Communication for the technical students.	CO-1	BLT-1
4.	Write Aspects of Technical Communication.	CO-1	BLT-1
5.	Write features of Technical Communication.	CO-1	BLT-1
6.	What is the importance of listening skill in technical communication?	CO-1	BLT-1
7.	What is linguistic ability in communication?	CO-1	BLT-1
8.	What is style in technical communication?	CO-1	BLT-1
9.	Write the strategies of making communication effective.	CO-1	BLT-1
10.	Write a short note on linguistic ability and its feature.	CO-1	BLT-1
11.	Write key points of technical communication.	CO-1	BLT-1

**Descriptive Answers: (5 to 10 Marks)**

<b>S.no</b>	<b>Questions</b>	<b>CO</b>	<b>BLT</b>
1)	Explain the importance of Technical Communication in professional front.	CO-1	BLT-2
2)	Explain the Aspects of Technical Communication in detail with all the strategies.	CO-1	BLT-1
3)	Explain the importance of Technical Communication in all aspects of life.	CO-1	BLT-2
4)	Explain listening, speaking, reading and writing strategies in technical communication.(LSRW MODEL/FOUR LANGUAGE SKILLS)	CO-1	BLT-1
5)	Explain all the style in technical communication in detail manner.	CO-1	BLT-1
6)	Write the effective technical aspects of technical communication.	CO-1	BLT-1
7)	Write and explain the Forms of Technical communication.(Diagram)	CO-1	BLT-1

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**Unit 2: Comprehension of technical materials/text and Information Design & Development**

**Short Answers :( 2 Marks Each)**

S.no	Questions	CO	BLT
1)	What is Technical Manuals?(2025)	CO-2	BLT-1
2)	What is Information collection?	CO-2	BLT-1
3)	Name any two kinds of technical documents.	CO-2	BLT-1
4)	Name the different types of Manuals.	CO-2	BLT-1
5)	Write a short note on “Reading of Technical text”	CO-2	BLT-1
6)	Write a short note on “Reading and comprehending instruction and technical manuals”	CO-2	BLT-1
7)	Write a short note on “Interpreting and summarizing technical text”.	CO-2	BLT-2
8)	Write a short note on “Note-making”	CO-2	BLT-1
9)	Distinguish between Agenda and Minutes of Meeting.	CO-2	BLT-2
10)	Write key points on introduction of different kind of technical documents.	CO-1	BLT-1

**Descriptive Answers: (5 to 10 Marks)**

S.no	Questions	CO	BLT
1.	Describe the factor which influence information and document design.	CO-2	BLT-2
2.	Explain ERRQ and SQ3R Reading Technique.	CO-2	BLT-2
3.	Elaborate the various ways to collect information.	CO-2	BLT-2
4.	Reading makes a man complete francis Bacon. How can you develop effective reading skills	CO-2	BLT-3
5.	Write all the strategies for organization the information in detail.	CO-3	BLT-3
6.	Explain/Differentiate Information design and writing for Print and Online media.	CO-3	BLT-3
7.	What is the process of reading technical manuals?	CO-2	BLT-3
8.	Distinguish between Print media and Online Media.	CO-3	BLT-2
9.	Explain Note-Making with format and advantages.	CO-2	BLT-1
10)	Explain the form/format/structure/style of writing Official notes.	CO-2	BLT-2
11)	Discuss the types of technical documents in detail.	CO-2	BLT-1
12)	Explain interpreting and summarizing technical text.	CO-2	BLT-1
13)	Explain the strategies for summarizing technical text.	CO-2	BLT-1

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**Unit 3: Technical Writing, Grammar and Editing**

**Short Answers:(2 Marks Each)**

S.no	Questions	CO	BLT
1.	What is editing?	CO-4	BLT-2
2.	What is Draft in Writing?	CO-4	BLT-2
3.	Distinguish between Agenda and Minutes of Meeting.	CO-4	BLT-2
4.	Write a short note on “Technical Writing process”	CO-3	BLT-1
5.	Define the term technical discourse?		
6.	Write a short note on “Forms of Technical Discourse”	CO-3	BLT-1
7.	Write a short note on “Official Notes”.	CO-4	BLT-1
8.	Write a short notes on “Advance Technical Communication”	CO-4	BLT-1
9.	Write a short note on Minutes of meeting.	CO-4	BLT-1

**Descriptive Answers: (5 to 10 Marks)**

S.no	Questions	CO	BLT
1.	What is an Email? Elaborate with sample email writing.	CO-4	BLT-1
2.	Write some strategies for editing and Proofreading	CO-4	BLT-3
3.	Discuss the difference between Agenda and MOM .What are the objectives of agenda.	CO-4	BLT-3
4.	Explain writing drafting and Revising the official text.	CO-3	BLT-1
5.	Difference between cv and resume.	CO-3	BLT-2
6.	Write an E-mail to announce and congratulate your team as it has achieved the quarterly goal of reaching \$500,000 in sales. Invent all relevant information.		
7.	Write a detail note on Minutes of Meeting with format.(8 necessary points)	CO-3	BLT-1
8.	Write a letter of application that you would put with your CV, in reply to the advertisement which appeared in the Employment News on July 2nd for the post of junior manager, Infosys.	CO-4	BLT-2
9.	Write all the editing strategies to achieve appropriate technical style.	CO-4	BLT-2
10.	Write all the components of formal letter in detail.	CO-4	BLT-2
11.	Write a letter to the Municipal Commissioner addressing the unresolved issue of malfunctioning street lights in your area.	CO-4	BLT-3
A)	You are a sales representative of Global Finance limited of your company. Write a letter to Gobblet finance limited New Delhi, introducing one of your new products or services. Be sure to give important details about your product/service.	CO-4	BLT-3

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<b>B)</b>	Suppose you are the Head Manager of your office, Ananta pvt. Ltd. Write an email informing your employees regarding the change in office timings for the monsoon season, due to heavy traffic conditions in the city.	<b>CO-4</b>	<b>BLT-3</b>
	<p><b>Correct the following sentences:</b></p> <p>(1) She always felt inferior than her younger sister.  (2) I have visited Niagara Falls last weekend.  (3) The woman which works here is from Rajasthan  (4) She's married with a dentist.</p> <p><b>Correct the following sentences:</b></p> <p>1. I have seen him yesterday.  2. We had gone to the movies last night.  3. I had spoken to them about my holiday.  4. You must attend your teacher's instructions.  5. The hen has lain six eggs.  6. I have seen him a moment ago.  7. They discussed about the whole matter.  8. We are playing tennis every day.</p>	<b>CO-4</b>	<b>BLT-2</b>
<b>11.</b>	<p><b>Underline the noun phrase</b></p> <p>i) The cat with the stripes tried to trip me.  ii) My green gym socks are in the hamper.</p>	<b>CO-4</b>	<b>BLT-2</b>
	<p><b>Fill in the blanks (Any four):</b></p> <p>1. He ..... (write) to me every month.  a. is writing      b. has been writing      c. had been writing  d. writes</p> <p>2. There was nothing he could do ..... wait.  a. and      b. except      c. otherwise      d. than</p> <p>3. This damaged building is ..... sale.  a. in      b. at      c. on      d. for</p> <p>4. He ..... (be) weak in English in the beginning.  a. being      b. was      c. been      d. has been</p> <p>5. He became ..... IAS officer.  a. an      b. a      c. no article      d. the</p>	<b>CO-4</b>	<b>BLT-2</b>

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**Unit 4: Advanced Technical Writing**

**Short Answers :( 2 Marks Each)**

<b>S.no</b>	<b>Questions</b>	<b>CO</b>	<b>BLT</b>
1)	Write a short note on “Technical Article”.	CO-5	BLT-1
2)	Write a short note on “Technical Report”.	CO-5	BLT-1
3)	Write a short note on “Technical Proposal”.	CO-5	BLT-1
4)	Write a short note on “writing strategies technical official articles and reports”.	CO-5	BLT-1
5)	Write characteristics of technical proposal.	CO-5	BLT-1
6)	Name the different types of reports.	CO-5	BLT-1
7)	What does structure of Technical articles stand for.	CO-5	BLT-1
8)	Name the different types of technical articles.	CO-5	BLT-1
9)	What are the steps in Technical Proposal Writing?	CO-5	BLT-1
10)	Write Characteristics/Features/significance of technical articles/report/proposals.	CO-5	BLT-1

**Descriptive Answers: (5 to 10 Marks)**

<b>S.no</b>	<b>Questions</b>	<b>CO</b>	<b>BLT</b>
1.	Enlist the features, types and structure and format of technical reports.	CO-5	BLT-1
2.	There is no canteen in your company. Write a proposal to establish a canteen in your organization to the management.	CO-5	BLT-3
3.	Write a technical Report on the seminars and functions happened in your college during the session 2023-2024.	CO-5	BLT-3
4.	Write a technical Article on the importance of “Importance of Artificial Intelligence in modern times”.	CO-5	BLT-3
5.	Explain Technical proposal, types and characteristics and importance.	CO-5	BLT-2
6.	Describe how to write technical project proposal in step by step manner.	CO-5	BLT-2
7.	Elucidate the types, structure and format of technical articles.	CO-5	BLT-1