

Roll No.

Total No. of Pages : 4

Total No. of Questions : 09

B.Tech. (CSE/IT) (Sem.-3)

WRITTEN & ORAL TECHNICAL COMMUNICATION

Subject Code : CS-209

Paper ID : [A0455]

Time : 3 Hrs.

Max. Marks : 60

INSTRUCTION TO CANDIDATES :

1. SECTION-A is COMPULSORY consisting of TEN questions carrying TWO marks each.
2. SECTION-B contains FIVE questions carrying FIVE marks each and students has to attempt any FOUR questions.
3. SECTION-C contains THREE questions carrying TEN marks each and students has to attempt any TWO questions.

SECTION-A

I. Write briefly :

- a. Define a precis.
- b. What do you understand by the term 'Biodata' ?
- c. What is an essay ?
- d. Define the term 'Bibliography'.
- e. List the things you should keep in mind while making an oral presentation.
- f. Why do we take notes from a long passage ? What is its utility ?
- g. What information should be included in a 'Biodata'?
- h. What information should be contained in a bibliographical reference?
- i. What is the order of the information provided in a bibliographical reference? Give one example.
- j. Rewrite the name of the following book as you would put it in a bibliographical reference : 1979. 3rd edition. Macmillian. The Elements of Style written by W. Strunk and E. B. White.

SECTION-B

2. Write an oral presentation for a debate on “*Modern Technology is doing more harm than good to man*”. You are to speak for one minute in favour of the topic.
3. Write a brief technical report (not more than 200 words) on the feasibility of introducing automation in your autoparts manufacturing factory.
4. Imagine you are a B. Tech looking for a managerial job. Write a brief resume of your total personality. (about 200 words)
5. Imagine you were the incharge of a factory during the night hours. Suddenly there was a fire resulting in big financial loss. Write a *report of the incident* to your boss who is away to U.S.A.
6. Read the passage given below. Prepare notes on it, using headings and subheadings. This report is meant to be presented to a senior officer who is awfully busy.

The kingdom of books is as vast as the universe, for there is no corner of it which they have left unexplored. There is no dearth of books on any topic, be it as simple as the composition of sodium nitrate or as intricate as the mechanism of a spacecraft rocketing towards Mars. We make use of books for the dissemination of useful ideas, for popularizing the fruits of our research in various fields of knowledge, and for spreading our progressive views on matters which are of vital concern to our fellow beings. In fact, no single product of human labour has been as helpful to the advancement of civilization as books which are written in all languages of the world and which are decoratively placed in bookshelves in our homes and tastefully displayed in bookstalls and libraries. If to Keats, works of ancient poets like Homer were realms of gold from which he derived much joy as well as inspiration, to the modern lover of books, the labours of all geniuses, including those of Keats, are mines of inestimable intellectual wealth which he goes on exploring for the sake of his mental and spiritual advancement.

There was a time some five centuries back when books, as we know them today, did not exist, and when there were few people who could read things written on stuff that certainly was not paper. At that time our ancestors used rocks, pillars and parchment with a view to recording and

perpetuating their most important thoughts and achievements in the language they then understood. Now-a days, the book-producing machinery gives to the work of every great scientific thinker, poet or philosopher the character of permanence, reproduces in attractive forms old and rare manuscripts and caters to the differing tastes of millions of people for whom book-reading is an extremely pleasant, intellectual exercise. Moreover, the high percentage of literacy, the growth of libraries in towns and villages and the tendency of intellectuals to have their own private collection of useful books, have given birth to a number of big publishing houses with branches in many parts of the world and publications numbering thousands. In recent years paperbacks have begun to reveal their attraction for the reading public, and although they have not completely thrown into neglect the hard-cover market, they have appeared to people who would not have thought of buying books not so very long ago. These paperbacks are generally reprints of popular fiction or of established classics or translations from foreign works which are in constant demand at all bookstalls.

SECTION-C

7. Make a precis of the following and suggest a suitable title :

Self control is at the root of all virtues. Let a man give rein to his impulses and passions, and from that moment he yields up his moral freedom, he is carried along the current of life and becomes a slave of his strongest desire for the time being. To be morally free-to be more than an animal-man must be able to resist instinctive impulse, and this can be done only by the exercise of self-control. Thus it is this power which constitutes the real distinction between physical and moral life, and forms the primary basis of individual character. In the Bible, praise is given not to the strong man who "taketh a city" but to the stronger man who "ruleth his own spirit". The stronger man is he who by discipline, exercises a control over his thoughts, his speech and his acts. Nine-tenths of the vicious desires that degrade society, and when indulged, swell into the crimes that disgrace it, would sink into insignificance before the advance of valiant self-discipline, self respect and self-control. By the watchful exercise of those virtues, purity of heart and mind becomes habitual, and the character is built up in chastity, virtue and temperance.

8. Write an essay of 350 words on **any one** of the following:
- i. Science and Humanity
 - ii. Are we Happier than our Forefathers?
 - iii. Industrial Progress India Has Made
 - iv. Use of Robots in Future Wars
9. Write a letter of request to a steel company for expediting the supply of steel to your factory. State reasons for your request.

OR

Write a letter to the Railway Authorities requesting for the waiver of demurrage imposed on your firm.