

Satyug Darshan Institute of Engineering & Technology, Faridabad

Department of Applied Science & Humanities

Academic year 2025-26

Programme: B.Tech CSE & CE	Year & Semester: 2nd & 3rd
Course Name: EFFECTIVE TECHNICAL COMMUNICATION	Course Code: AEC-112-V
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Unit I

Short answer questions

Q.N.	Question	KL
1	What are the factors affecting information?	KL2
2	Information Design	KL2
3	What is a user manual?	KL1
4	Difference between print media and online media.	KL3
5	What is meant by a technical document?	KL2

Long answer questions

Q.N.	Question	KL
1	Explain in details about different types of technical documents.	KL3
2	What are the ways to make a document well organized?	KL2
3	Enumerate the strategies you would employ for effective information design and writing for online media.	KL4
4	What are the factors affecting information and document design? Briefly explain with suitable examples.	KL3
5	How is feedback important in the process of communication?	KL5

Unit II

Short answer questions

Q.N.	Question	KL
1	What do you understand by Localization?	KL2
2	Why is grammar important in technical writing?	KL2
3	Name four forms of discourse.	KL1
4	Collaborative Writing	KL1
5	What is the difference between revising and editing a document?	KL3

Long answer questions

Q.N.	Question	KL
1	Describe the technical writing process, highlighting the importance of drafts, revisions and collaborative writing.	KL4
2	Technical writing requires specialized vocabulary, precision and completeness. Justify.	KL3
3	How is general purpose communication different from Technical Communication?	KL5

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4	Discuss the human factors that should be considered for enhancing the usability of technical documents.	KL3
5	What are various forms of discourses? Explain with example.	KL3

Unit III

Short answer questions

Q.N.	Question	KL
1	What is Rapid Reading?	KL1
2	Importance of Personal Goal Setting.	KL2
3	Define Creativity.	KL1
4	How can self-assessment help in your career?	KL3
5	What is Complex Problem Solving?	KL2

Long answer questions

Q.N.	Question	KL
1	Analyse the importance of self-assessment, goal-setting and career planning for technical professionals. How can improved self-awareness and time management impact one's success in technical communication roles?	KL6
2	Discuss the importance of goal-setting and enlist some tips to achieve.	KL4
3	Explain the methods and strategies adopted for complex problem solving.	KL3
4	How does personal values and ethics affect the efficiency of a person at the workplace?	KL5
5	What is self-assessment in personal development? Explain with examples.	KL3

Unit IV

Short answer questions

Q.N.	Question	KL
1	Purpose of a Memo.	KL2
2	Give two tips on participating well in group discussion.	KL2
3	Define Agenda	KL1
4	Minutes of Meeting	KL2
5	Difference between public speech and group discussion.	KL3

Long answer questions

Q.N.	Question	KL
1	Explain the purpose of a technical newsletter within an organization. What types of content should be included and how can the design and structure improve clarity and reader engagement?	KL3
2	Discuss the importance of body language while participating in an interview.	KL4

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3	Why is it important to use different presentation aids and how they enhance the impact of public speaking?	KL4
4	Discuss in detail all the elements of a long report. Support your answer with an illustration.	KL3
5	Describe the best practices for writing different types of business correspondence like business letters, memos, and progress reports.	KL5

Unit V

Short answer questions

Q.N.	Question	KL
1	Write one way Rapid Reading is useful for technical professional.	KL3
2	Enlist two ways to show respect in telephone communication.	KL3
3	Mention a technique for taking good notes during meetings or lectures.	KL2
4	List three email etiquettes.	KL2
5	What is meant by Business Ethics.	KL2

Long answer questions

Q.N.	Question	KL
1	How should we deal with difficult callers in a telephonic conversation?	KL4
2	Elaborate on time management techniques and how they contribute to self-development.	KL5
3	What are the key components of business ethics and etiquette in social and office settings? Discuss with examples.	KL3
4	Explain the roles and responsibilities of an engineer in maintaining ethical standards and work culture.	KL4
5	“Engineers design, modify and develop new technological solutions.” Justify the statement.	KL5