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NOIDA INSTITUTE OF ENGINEERING AND TECHNOLOGY, GREATER NOIDA
(An Autonomous Institute Affiliated to AKTU, Lucknow)

B.Tech

SEM: IV - THEORY EXAMINATION (2025- 2026)

Subject: Technical Communication

Time: 2 Hours

Max. Marks: 50

General Instructions:

IMP: Verify that you have received the question paper with the correct course, code, branch etc.

1. This Question paper comprises of **three Sections -A, B, & C**. It consists of Multiple Choice Questions (MCQ's) & Subjective type questions.

2. Maximum marks for each question are indicated on right -hand side of each question.

3. Illustrate your answers with neat sketches wherever necessary.

4. Assume suitable data if necessary.

5. Preferably, write the answers in sequential order.

6. No sheet should be left blank. Any written material after a blank sheet will not be evaluated/checked.

SECTION-A

15

1. Attempt all parts:-

- | | | |
|-------|--|---|
| (1.1) | You are explaining a complex process. Which channel is most appropriate? (CO1, K2) | 1 |
| (a) | SMS | |
| (b) | Telephone | |
| (c) | Face-to-face | |
| (d) | Social Media | |
| (1.2) | A technical document must be simple and structured because: (CO2, K3) | 1 |
| (a) | It looks professional | |
| (b) | It avoids emotional language | |
| (c) | It helps users follow steps easily | |
| (d) | It reduces length | |
| (1.3) | Which of the following is NOT a 7C? (CO3, K3) | 1 |
| (a) | Clarity | |
| (b) | Courtesy | |
| (c) | Creativity | |
| (d) | Completeness | |
| (1.4) | In a GD, interrupting others shows: (CO4, K3) | 1 |
| (a) | Leadership | |
| (b) | Confidence | |
| (c) | Poor communication | |
| (d) | Subject knowledge | |

- (1.5) Sharing unverified information online violates: (CO5, K3) 1
- (a) Email etiquette
 - (b) Technical writing
 - (c) Mobile etiquette
 - (d) Resume writing

2. Attempt all parts:-

- (2.1) What is feedback? Why is it important? (CO1, K2) 2
- (2.2) What is technical writing? Give one real-life example. (CO2, K3) 2
- (2.3) What is an analytical report? (CO3, K3) 2
- (2.4) How does excessive mobile use affect face-to-face communication? (CO4, K3) 2
- (2.5) What is the major difference between virtual communication and remote communication? (CO5, K3) 2

SECTION-B 15

Answer any one of the following:-

- (3.1) You are leading a team and notice frequent misunderstandings in instructions. Analyze the communication process and suggest practical strategies to improve clarity and feedback. (CO1, K2) 3
- (3.2) A project fails because team members interpret messages differently. Explain the role of context and perception in this failure and suggest solutions. (CO1, K2) 3

Answer any one of the following:-

- (3.3) You are asked to create a user manual for a new device. How will you ensure it is clear, structured, and user-friendly? (CO2, K3) 3
- (3.4) You are applying for an internship. Draft the key sections of a résumé that would increase your chances of selection. (CO2, K3) 3

Answer any one of the following:-

- (3.5) You are assigned to write a formal report on “Student Stress in Engineering Colleges.” Explain how you will structure each section effectively. (CO3, K3) 3
- (3.6) Your manager asks for a report recommending solutions to improve productivity. What type of report will you prepare and how? (CO3, K3) 3

Answer any one of the following:-

- (3.7) In a GD, one participant dominates while others stay silent. How will you handle the situation as a participant? (CO4, K3) 3
- (3.8) You performed well technically but failed in an interview. Analyze possible communication mistakes and suggest improvements. (CO4, K3) 3

Answer any one of the following:-

- (3.9) You are working in a remote team with members in different time zones. How will you manage communication and collaboration effectively? (CO5, K3) 3
- (3.10) Describe how you will conduct yourself in an online meeting to maintain professionalism and engagement. (CO5, K3) 3

SECTION-C 20

4. Answer any one of the following:-

- (4.1) You are explaining a lab procedure to a junior, but they perform it incorrectly. Identify where the communication process failed and suggest how you would fix it. (CO1, K2) 4
- (4.2) During a team project, one member misunderstands your instructions due to cultural differences. How would you overcome this communication barrier? (CO1, K2) 4

5. Answer any one of the following:-

- (5.1) You are writing instructions for using a new software tool. How will you ensure clarity and precision in your technical writing? (CO2, K3) 4
- (5.2) You are applying for two different roles (developer and analyst). How will you modify your résumé for each role? (CO2, K3) 4

6. Answer any one of the following:-

- (6.1) Write a short report on the Hackathon event organized by your college. Invent necessary information for the report, and ensure that all 7Cs are followed. (CO3, K3) 4
- (6.2) You are preparing a project report for submission. How will you structure it to ensure clarity and impact? (CO3, K3) 4

7. Answer any one of the following:-

- (7.1) In a GD on “Remote Work vs Office Work,” how will you initiate and contribute effectively? (CO4, K3) 4
- (7.2) You are attending your first job interview. How will you use verbal and non-verbal communication to create a strong impression? (CO4, K3) 4

8. Answer any one of the following:-

- (8.1) You are working remotely on a group project. How will you ensure effective communication and coordination with your team? (CO5, K3) 4
- (8.2) During an online meeting, some members are distracted and unresponsive. How would you apply virtual etiquette to improve participation? (CO5, K3) 4