

## Question Bank

### Unit - 1. Introduction and Basics of Technical Communication

1. Define Communication. Explain Cross Cultural Communication.
2. What is Language? Explain Characteristics of Language.
3. Explain four major formal communicative skills.
4. Explain 7C's of effective communication
5. What is Assertive Communication? State merits and demerits of assertive communication.
6. Explain various modes of communication in detail.
7. Differentiate between general and technical communication
8. Draw the block diagram of process of communication and explain its components.

**OR**

“Communication is the process of sending and receiving information.”  
Explain the communication process using schematic representation.

9. Explain various levels of communication.
10. What is the significance of mass communication? What should be characteristics of this type of communication?
11. Explain flow of communication along with diagram.
12. Explain various communication network channels available.
13. Explain various visual aids available in Technical Communication

**OR**

How can visual aids enhance technical communication? What points should be borne in mind while using visual aids?

### Unit - 2. Effective Speaking and Conversation

1. Explain the importance of paralinguistic in communication giving example.

**OR**

Explain paralinguistic features of Effective Speaking.

2. Explain various barriers to speaking.
3. Explain various types of speaking.
4. What are the situations that involve public speaking? Explain in brief the guidelines for effective public speaking.

5. What do you understand by persuasive speaking? State why speakers need to persuade. Also explain in brief the factors that lead to effective persuasion.
6. What is conversation? Explain various types of conversation and also state various strategies for effective conversation.
7. Explain in brief the etiquettes one must follow while making telephonic calls.

### **Unit 6 Reports**

1. What is report? Explain significance/importance of report.
2. Define report? State various characteristics of report in detail.
3. State objectives of report.
4. Illustrate the various types of reports and explain under what conditions these reports can be used.
5. State and explain the different categories of reports.
6. Differentiate between oral and written report.
7. Explain various formats in which reports can be prepared.
8. Before actually beginning to draft a report, explain various tasks needed to be undertaken.

**OR**

Explain Prewriting for report.

**OR**

Explain preliminary steps for report writing.

9. Explain in detail structure of reports

### **Unit 5 Letters, Memos and Email**

1. Explain various types of messages.
2. Explain four major letter layouts that are commonly used.
3. Differentiate between resume, biodata and curriculum vitae.
4. Explain various types of resume available.
5. What is memo? Explain various types of memo available with suitable example.
6. What is Email? State merits and demerits of Email.
7. What is Email? Explain in brief the etiquettes one must follow while writing an email?

## **Unit – 7 Research Paper and Dissertation**

1. Define Research Paper. Explain characteristics of research paper.
2. Define Research Paper. If, you are asked to draft a research paper, what are the components you will include and highlight the importance of each of the same?
3. Define Dissertation. Explain elements/components/structure of dissertation.
4. Differentiate between research paper and dissertation.

## **Unit – 8 Introduction to Modern Communication Media**

1. State and explain the factors affecting the choice of technology in communication.
2. According to you, what are the impacts (positive / negative) of technology enabled communication on the modern society giving some examples.
3. State applications of internet.
4. Explain how to select appropriate technology for communication.
5. Explain various types of conferencing techniques in detail.

## **Unit – 3 Effective Presentation Strategies, Interviews and Group Communication**

1. State objectives of job interview. What are different types of job interviews?
2. Explain various stages of job interview.
3. What are skills and attributes most employers look for in prospective employees?
4. Explain the common factors due to which a candidate may fail in interview.
5. Explain telephonic interview along with various preparation steps needed in telephonic interview.
6. Explain media interview. State various guidelines which are to be kept in mind while conducting media interview.
7. What is a press conference? Explain the guidelines for effective press conference. Also, explain how to handle a press conference effectively.
8. Explain discussion in detail.
9. Explain the different techniques of organizational group discussion.

10. Why is group discussion important in the recruitment process? Explain the characteristics, evaluation and analysis of group discussion.
11. What are the preparatory steps to conduct a meeting?
12. Explain symposia and seminars.
13. What is negotiation? Explain the six basic steps in negotiation process.
14. Write a short note on usage of technology in delivering a presentation.

**Or**

How can visual aids enhance technical communication? What points should be borne in mind while using visual aids?

15. State and explain the four modes of delivery used for making presentations. Also discuss their advantages and disadvantages.