



PRACTICE SET

End Semester Examination, Dec, 2025

Program: B. Tech CSE

Semester: Three

Course: Effective Technical Communication

Course Code: 3HSMC201

Course Outcome:

- CO1 Be able to grasp the ideas and information put across in a communication Situation.
- CO2 To get a proper hold on communication techniques needed in a situation.
- CO3 Have soft skills to work in a team for organizational development.
- CO4 Be able to analyze information and interpret a case study for application.
- CO5 To inform simple reports and projects for organizational needs.

SECTION A (5 MARKS)

UNIT 1

1. Explain the different kinds of *technical documents* with suitable example.(**CO1, Understand**) [**BTL LOT**]
2. Discuss the stages of the information *Development Life Cycle*. (**CO1, Understand**) [**BTL LOT**]
3. Explain various *organization structures* used in document design.(**CO1, Understand**) [**BTL LOT**]
4. **Explain** the factors affecting information design (**CO1, Understand**) [**BTL LOT**]

UNIT 2

5. Explain the term Technical writing. How is it different from other forms of writing? (**CO2, Understand**) [**BTL LOT**]
6. Define forms of Discourse with suitable example. (**CO2 , Remember**) [**BTL LOT**]

7. What is collaborative writing and why is it important in technical communication. (CO2,Remember)[BTL LOT]
 8. Explain the meaning and role of *usability* in technical communication. (CO2, Understand) [BTL LOT]
- What is Editing ? Mention any four strategies used in editing technical documents. (CO2, Remember) [BTL LOT]

UNIT 3

10. What are the key principles of effective time management for a student? .(CO3,Remember)[BTL LOT]
11. Define *creativity* and provide two examples of how it can be applied in technical field. (CO3, Understand) [BTL LOT]
12. Explain the significance of self- assessment and personal goal setting in a student's career planning. (CO3, Understand) [BTL LOT].
13. Discuss the role of values and beliefs in shaping individual life. (CO3, Understand) [BTL LOT]
14. What is the importance of rapid reading and talking notes in classroom (CO3, Remember) [BTL LOT]

UNIT 4

15. Discuss presentation aids that can be used during any presentation.(CO4, Understand) [BTL LOT]
16. Define report writing and its types.(CO4, Remember) [BTL LOT]
17. Illustrate different kinds of public speaking skill (CO4,Apply) [BTL HOT]

UNIT 5

18. Define business ethics with examples.(CO3, Remember) [BTL LOT]
19. Explain telephone etiquettes.(CO3,Understand)) [BTL LOT]
20. Analyze managing time in jobs.(CO4,Analyse)) [BTL LOT]

SECTION B (10 MARKS)

UNIT 1

21. Describe Technical writing process with suitable examples. **(CO1, Understand) [BTL LOT]**
22. Analyze a sample document (like a user guide or report) identify its design and organizational structure. **(CO1, Analyze) [BTL, HOT]**
23. Explain the difference between information design for print and for online media with examples **(CO1, Understand) [BTL, LOT]**

UNIT 2

24. Explain the steps involved in writing Drafts and revising technical documents. **(CO2, Analyze) [BOT, HOT]**
25. Explain the importance of grammar in technical writing. **(CO2, Understand) [BTL LOT]**
26. Explain the role of time estimation and project management in technical communication projects. **(CO2, Analyze) [BTL, HOT]**
27. Analyze the challenges in managing technical communication projects with respect to time, estimation usability, human factors, and localization. **(CO2, Analyze) [BTL, HOT]**

UNIT 3

28. Elaborate on the specific components mentioned, such as self – assessment, awareness, perception, attitudes, values, and beliefs. **(CO3, Understand) [BTL LOT]**
29. Interpret creativity and the benefit of creative thinking in the workplace. **(CO3, Understand) [BTL LOT]**

UNIT 4

30. What is Group Discussion (GD)? Explain the dos and don'ts of participating in a GD and how it helps in assessing a candidates personality and communication skills. **(CO4, Understand) [BTL LOT]**
31. Explain the importance of personality development in the professional world. Explain how communication skills and interpersonal skills contribute to overall personality development. **(CO4, Analyze) [BTL, HOT]**
32. Mention two advantages and two disadvantages of oral presentations **(CO4, Understand) [BTL LOT]**

UNIT 5

33. Chart email etiquette rules every professional should follow. (CO5, Apply) [BTL LOT]
34. Compare personal memory with rapid reading and taking notes. (CO3, Understand) [BTL LOT]
35. Formulate etiquettes in social and office settings. (CO4, Create) [BTL HOT]

SECTION – C (20 MARKS)

UNIT 1

36. **Design** the sustainable growth of an organization from cradle to the fully developed and functional stage. (CO5, Analyze) [BTL HOT]

UNIT 2

37. ‘We are living in an era where we not only use technology, but we also live technology.’ **Justify** the given statement. (CO4, Analyze) [BTL HOT]

UNIT 3

38. **Formulate** the process of complex problem solving. (CO3, Create) [BTL HOT]

UNIT 4

39. **Design** the format of memos and discuss minutes of meeting. (CO5, Create) [BTL HOT]

UNIT 5

40. **Create** roles and responsibilities of an engineer in creating a technical document. (CO5, Create) [BTL HOT]

SUMMARY SHEET:

CO WISE

CO	Q. No	Marks
CO1	1,2,3,4,18,21,22, 23,36	75
CO2	5, 6,7,8,9,24,25,26,27,34	75

CO3	11,12,13,14,18,19,28,29,38,	70
CO4	15,16,17,20,30,31,32,35,37	80
CO5	33,36,39,40	70
Total		350

Unit Wise

Unit	Q. No	Marks
Unit 1	1,2,3,4,21,22,23,	50
Unit 2	5,6,7,8,9,24,25,26,27,37	85
Unit 3	10,11,12,13,14,28,29,38	65
Unit 4	15,16,17,30,31,32,39	65
Unit 5	18,19,20,33,34,35,40	65
Total		350

Blooms Taxonomy Level (BTL) Wise

BTL	Q. No	Marks
LOT	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,21,23,25,28,29,30,32,33,34	190
HOT	22,24,26,27,31,35,36,37,38,39,40	160
Total		350

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Disclaimer: -This is a Practice Set. The Question in End term examination will differ from the Practice Set. This Practice Set is meant for practice only.

