

Total No. of Questions: 22

Total No. of Pages: 04

Roll No. _____

Paper Code
3E1250

B.Tech. III-Sem (Main & Back) January-2026
Aeronautical Engineering
3AN1-02/ Technical Communication/
All Branches
3E1250

Time : 3 Hours

Maximum Marks : 70

Attempt all Ten Questions from Part A. Five questions out of seven questions from Part-B and three questions out of five questions from Part-C

Schematic diagrams must be shown wherever necessary. Any data missing may suitably be assumed and stated clearly. Units of quantities used / calculated must be stated clearly. Use of following supporting material is permitted during examination (Mentioned in form No. 205)

1. NIL _____

2. NIL _____

Part A

(Answer should be given up to 25 words only)

All questions are compulsory.

10x2=20

- Q.1 What is technical communication ?
T-448
- Q.2 Identify two essential aspects of technical communication that ensure clarity and precision.
- Q.3 Mention the primary communication skills for technical communication.
- Q.4 What is the purpose of a technical manual ?
- Q.5 Give the full form of Mom.
- Q.6 Define the term "Information design."
T-448
- Q.7 What do you know about the forms of technical discourse ?

- Q.8 Name four different types of technical documents.
T-448
- Q.9 Define the key function of technical reports in professional communication.
- Q.10 What is a project proposal ?

Part B

(Analytical/Problem solving questions)

Attempt any Five questions

5x4=20

- Q.1 How can effective technical communication improve collaboration and decision - making in a workplace environment ?
- Q.2 Draft an email to a company asking for more information about one of their new products. Use proper email format and polite, professional language.
- Q.3 Based on the passage given below, make notes under the following heading. **The Evolution of Technical Communication.**

Technical communication has undergone significant changes over the past few decades, driven by advancements in technology and the evolving needs of industries. In the past, technical documents were often static, printed manuals with little room for updates. Today, technical communication is dynamic and interactive, often delivered through digital platforms. This shift has not only changed how information is presented but also how it is consumed.

One of the most important aspects of technical communication is clarity. Writers need to ensure that even complex information is presented in a way that is accessible to the intended audience. This requires careful consideration of language, structure, and design. Technical communicators must balance detail with simplicity, making sure that all essential information is included without overwhelming the reader.

Moreover, the role of technical communicator has expanded. They are not just writers, but also information designers, editors, and even project managers. With the rise of digital tools, technical communicators often collaborate with engineers, designers, and developers to create comprehensive user guides, product documentation, and online help

systems. The increased reliance on digital communication platforms, such as websites and mobile application, has also made it necessary for technical communicators to develop skills in content management, search engine optimization (SEO), and user experience (UX) design.

- Q.4 Write an official note to inform all department heads about an upcoming meeting regarding the annual budget review. Include relevant information.
- Q.5 Discuss effective editing strategies that can improve the clarity and professionalism of technical documents.
- Q.6 Imagine you work in the It department of a company , and you need to request additional software licenses from a vendor. Write a formal letter requesting a price quote for 50 new licenses of a software product.
- Q.7 Write a short article for the company newsletter about the importance of cybersecurity in today's digital world.

Part C

(Descriptive /Analytical/Problem Solving/Design question)

Attempt any three questions

3x10=30

- Q.1 Discuss how technical communication differs from general communication in detail ?
- Q.2 Do as instructed :
- A. Identify the grammatically correct sentence.
- a. He don't have any idea about the project.
 - b. He doesn't has any idea about the project.
 - c. He doesn't have any idea about the project.
 - d. He doesn't having any idea about the project.
- B. Choose a sentence that uses punctuation correctly.
- a. Please submit your report by Monday, July 15, 2024.
 - b. Please submit your report by Monday July 15 2024.

- c. Please submit , your report, by Monday July 15, 2024.
d. Please submit your report, by Monday, July, 15, 2024.

C. Which of the following sentences is correct ?

- a. The technician fixed the printer quickly.
b. The technician quickly fixed the printer.
c. Quickly, the technician fixed the printer.
d. The technician fixed the printer that was broken in the office.

D. Select the correct passive voice form of the sentence : "the engineer completed the project".

- a. The project is completed by the engineer.
b. The project has been completed by the engineer.
c. The project was completed by the engineer.
d. The project was completing by the engineer.

E. Which sentence uses a conjunction correctly ?

- a. She studied hard, or she could pass the exam.
b. She studies hard, so she passed the exam.
c. She studied hard, for she could pass the exam.
d. She studied hard, nor she passed the exam.

Q. 3 Imagine you are applying for a technical writer position at a software company. Write a letter introducing yourself, explaining why you are a good fit for the role, and summarizing your skills.

Q. 4 Discuss the linguistic abilities required for effective technical communication

Q.5 Explain the steps in writing technical articles for print and online.