

Gandhi Institute of Engineering and Technology University, Odisha, Gunupur (GIET University)



B. Tech (Second Semester - Regular) Examinations, April 2026

25FYAE12002 - Effective Technical Communication

(Common to All Branches)

Time: 3 hrs

Maximum: 60 Marks

Answer ALL questions
(The figures in the right hand margin indicate marks)

PART – A

(2 x 5 = 10 Marks)

Q.1. Answer **ALL** questions

	CO #	Blooms Level
a. Define context in the communication process.	CO1	K1
b. Expound extensive reading.	CO6	K2
c. Define haptics in nonverbal communication.	CO3	K1
d. Differentiate between the following pairs by giving meaning:		
i. Aught / Ought	CO4	K2
ii. Decent / Descent		
e. Mention any two ethical values followed in the workplace.	CO5	K2

PART – B

(10 x 5 = 50 Marks)

Answer **ALL** the questions

	Marks	CO #	Blooms Level
2. a. Discuss the steps involved in the communication process and draw a neat diagram.	5	CO1	K2
b. Analyze the significance of listening skills in academic and professional contexts.	5	CO1	K4
(OR)			
c. Critically evaluate different techniques for improving speaking skills and explain how they contribute to effective communication.	5	CO1	K4
d. Describe the stages of the writing process in detail.	5	CO1	K2
3.a. Define ICT and explain its impact on modern communication. How has ICT transformed information exchange?	5	CO6	K1
b. Differentiate between general communication and technical communication.	5	CO2	K2
(OR)			
c. Discuss the various forms of technical communication with examples from professional fields.	5	CO2	K2
d. Explain the different directions of corporate communication. Discuss their advantages and limitations.	5	CO2	K1
4.a. Discuss the importance of functional expressions in everyday communication. Explain different types of functional expressions with suitable examples.	5	CO6	K2
b. Differentiate between hearing and listening.	5	CO3	K2
(OR)			
c. Discuss the techniques used to develop effective listening skill.	5	CO3	K2
d. Expound the concept of kinesics, proxemics, and paralanguage in Nonverbal Cues.	5	CO3	K2

- 5.a. Write the British and Indian equivalents of the following American English words:
- Trash can
 - Gas station
 - Faucet
 - Yard
 - Zip code
- 5 CO4 K2
- b. Change the following sentences into **Passive Voice**:
- The company will launch a new product next month.
 - He is repairing the car.
 - The students completed the assignment on time.
 - They are organizing a seminar.
 - Someone is watching you.
- 5 CO4 K3
- (OR)
- c. Write the **one-word substitutions** for the following five expressions:
- A place where birds are kept
 - A speech without preparation
 - A person who studies society
 - That which cannot be seen
 - A person who loves peace
- 5 CO4 K3
- d. List the different types of barriers to effective speaking.
- 5 CO4 K2
- 6.a. Discuss leadership and explain the functions of a leader in a group.
- 5 CO5 K2
- b. Evaluate the different conflict resolution styles with examples.
- 5 CO5 K4
- (OR)
- c. Examine how networking skills contribute to success in the job sector.
- 5 CO5 K4
- d. Explain meeting etiquette and describe the rules followed before, during, and after meetings.
- 5 CO5 K2

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