

Part B
Answer all questions
Answer should not exceed 400 words or two pages

3 x 6 = 18

- 7.a What are the stages of communication? Explain. CO1K4
(or)
- 7.b What is the ABC of technical communication? Describe each term. CO1K3
- 8.a What are the main characteristics of a job interview? CO2K3
(or)
- 8.b How should you organize a good presentation? CO2K1
- 9.a Explain how sentence structure affects clarity in technical writing. CO3K1
(or)
- 9.b Why is sentence coherence important in technical documents? CO3K2

Part C
Answer all questions
Answer should not exceed 800 words or four pages

3x12=36

- 10.a What are technical communication skills and how do basic language skills support them? CO1K5
(or)
- 10.b Why is organization important in technical writing? Mention a few ways to organize content. CO1K4
- 11.a What are common interview questions and how can you answer them effectively? CO2K4
(or)
- 11.b What is the role of group discussions in selection and how can you perform well? CO2K1
- 12.a Define paragraph writing. What are the essential elements of a good paragraph? CO3K1
(or)
- 12.b Explain with examples how sentence length can influence sentence emphasis in technical documents. CO3K3

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