

UNIQUE PAPER CODE	12035907_OC
NAME OF THE PAPER	TECHNICAL WRITING
NAME OF THE COURSE	ENGLISH SEC
SEMESTER	III/V
DURATION	3+1 HOURS
MAXIMUM MARKS	75

Attempt any THREE questions.

All the questions carry 25 marks each.

Write your answers between 500-800 words

- 1.** Do you agree that non-verbal communication is more significant than verbal communication? Elaborate and compare the two types of communication through appropriate examples.
- 2.** What are the channels of communication in an organisation and how do they affect the relationship between the employees and the management? Write with examples.
- 3.** At the Covid 19 unlocking period, as the administrative officer of your company, you have been asked to convene a meeting to discuss required safety norms to be followed by the employees in the future, so that contamination could be avoided. Draft a notice for the meeting including the agenda. Draft imaginary minutes for this meeting listing the resolution concerning the decision.
- 4.** Suppose you are the President of the Dramatic Society in your college. Your society has decided to prepare a small handbook or instruction booklet which will include an introduction to the society, code of conduct for the members, organisation of activities and programmes, meetings etc. Prepare the handbook.
- 5.** Write an essay on the topic 'Impact of Pandemic on Homemaker Women.' What will be your thesis statement? Does your writing support your thesis statement?
- 6.** As Seminar Committee Convener of your College, prepare a proposal for a National Seminar on 'Indian Heritage' which you plan to organise towards the end of the academic year.