

Total no. of pages: 1

- 161 -

Roll No.....

First Semester

B. Tech.

SUPPLEMENTARY EXAMINATION

February- 2019

FEC46 Technical Communication

Time: 2:00 Hours

Max. Marks: 50

Note: Answer *All* questions.

Assume suitable missing data, if any.

Q1. Write short notes on any two of the following: 20

- a) Types of Business letters.
- b) Merits of written communication.
- c) Agenda of Meeting.
- d) Postscript.

Q2. Describe the elements of a business letter. 10

or

As Secretary of the Okhla Estate Industrialists' Union, New Delhi write a letter to the chairman TPDDL, to ensure regular supply of electricity.

Q3. How would you distinguish a resume from a C.V? Write a note on different parts of a good resume. 10

Q4. What do you understand by 'Netiquettes'? What points will you bear in mind while writing an e-mail to a business organization? 10
