

TECHNICAL COMMUNICATION

QUESTION BANK

UNIT-1

1. Define Communication and Networking. How can one build relationships through communication and networking?
2. Explain role of communication and networking in marketing.
3. Expound various networking tips.
4. Enlighten the benefits of networking.
5. What do you mean by relationship? Why do we need to build relationships?
6. Elucidate the ways to build relationships.
7. Illumine various types of relationships.
8. Explain various ways to sustain relationships?
9. How to handle difficult work relationships?
10. Define SOP (Statement of Purpose). Specify significance and qualities of a good SOP.
11. Elaborate Format, inclusions and mistakes to avoid in a SOP.
12. Define and differentiate between Conference and Seminar.
13. Write the structure of Conference / Seminar Paper writing.
14. What do you understand by 'Expert Technical Lecture'? Write the essentials of an expert technical lecture.

Unit 2

1. What are the objectives and methods of Group Discussion?
2. Write various objectives of Group Discussion. Explain various areas of evaluation in a GD.
3. Define Group Discussion, explain various types of Group Discussion.
4. Elaborate different types of Employment Interviews.
5. Differentiate between CV & Resume.
6. Explain various sections of a resume.
7. Write a job application letter including resume inventing the necessary details yourself.
8. How can effective Profiling benefit an individual's career development?
9. What is a Expert Technical Lecture? Comment on theme clarity.
10. Differentiate between Seminar and conference.
11. Illustrate Interview Skills in detail.

12. Illustrate the importance of Statement of Purpose (SOP) for admission in higher studies.

Unit 3

1. Define proposal. Explain various types of proposals.
2. Write the qualities of a good proposal.
3. Write the importance / significance of proposal writing.
4. Write the Structure of a Technical Proposal.
5. Enlighten RFP/EOI with a suitable example.
6. Define Project Report? Elaborate the structure of a Project Report.
7. Enumerate the steps of a Project Report.
8. Write various objectives of a Project Report.
9. Explain various components of a Project Report.
10. Explain various types of Project Reports.
11. Define Technical Research Paper. Write its characteristics / style.
12. Write the steps of Technical Research Paper writing.
13. Define Dissertation and Thesis? Write the structure of Thesis writing.
14. Write the importance / significance of Thesis writing.
15. Define Synopsis. Write the structure of synopsis writing.
16. What is meant by 'Pitching of an Idea'? Explain various Pitch types.
17. Elaborate the process of pitching an Idea.
18. What preparations are to be done for pitching of an Idea?
19. Write the structure of pitching an Idea.
20. Expound various elements of Speech Delivery – Passion, Poise and Illustrations.

Unit 4

1. What is leadership Communication? Enlighten it's significance.
2. Explain various tips for effective leadership communication.
3. How communication enables social competence, elaborate with reference to Context, Feelings, Intentions, Behaviour and Feedback.
4. Explain providing and receiving effective feedback.
5. Elaborate communication as one of the area of social competence.
6. Differentiate between Tact and Intelligence.
7. Elaborate, how trust is closely tied to emotional intelligence in communication?

8. Explain various thinking Skills along with the meaning and types.

Unit 5

1. Define Social Media. Explain various elements / steps for Social Media Content Creation.
2. Explicate Email and its components.
3. What is a Webinar?
4. Define Podcast and it's purpose.
5. Explain various types of Podcasts.
6. Define Blog. Explain various elements / parts of Blogs.
7. Explain various ways for effective use of Social Media.
8. Enlighten speech and personality.
9. Write various etiquettes of pronunciation / speech.
10. Define personality and explain various types of personalities.
11. Explain Maslow's concept of personality.
12. Explain Sigmund Freud's concept of personality.
13. Explain Vivekanand's concept of personality.
14. Expound Jung Typology and Personality Assessment