

**BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE, PILANI**

**I SEMESTER 2016-17**

**Mid Semester**

**BITS F437: TECHNICAL COMMUNICATION (close book)**

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<b>MM: 20</b>	<b>05 /10/2016</b>	<b>Duration: 90 Mts</b>
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Q1. What is the difference between verbal and non verbal communication? What is the role of eye contact while giving a presentation? **5**

Q2. What is effective listening? Explain four types of listening with the appropriate examples. **5**

Q3. Rewrite the following passage making it more effective, concise and precise. **5**

The pedagogue struts in the class with a panache, leaving the expression of awe on the countenance of the protégé. Some students remain recalcitrant and she shouts at them, saying she will defenestrate them. Listening this they break into guffaw. She persistently compliment them saying that she loves their beatific smile but the procrastination she detest.

She took the bibliophiles to the library where all of them conglomerated to confabulate about the best practices adopted there. It so happened that it was teacher's day celebration so the chief librarian summarily told about the myriad activities the library people were hosting. In the humdrum of life it was like oasis to have visit in the library. Adding to more fun was the teaching session by NSS volunteers alfresco. The zeal and zest was worth watching and the young kids learnt by mnemonic techniques. The odyssey of learning was an invigorating experience to watch.

Q4. Write a short note on how to prepare and use power point for professional presentations. Write five commonly done flaws done by the presenters while using them. **5**

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