

8-12-17



DOON UNIVERSITY

FINAL EXAMINATIONS, DECEMBER-2017, SCHOOL OF TECHNOLOGY

IMCA, IIIRD, TECHNICAL WRITING, STM-517

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Time-3hrs

MM-50

Section-A

Define the following terms:

10m

1. Oral Communication
2. Electronic Media
3. Executive Summary
4. Visual Presentation
5. Project Presentation

Section- B

15m

6. Mention the advantages of good listening for improved communication.
7. Write the meaning, nature and importance of listening.
8. Explain the principles of good listening.

Section- C

25m

9. Mention all the factors and skills influencing the process of Business Negotiations.
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