**DCA1106 Technical Communication**

**Assignment Set – 1**

1. “Informal communication network is not just for idle rumors and may be useful in many ways.” Justify.

2. Explain the salient features of a report.

3. Explain voice modulation in public speaking.

**Assignment Set – 2**

4. What are some of the consequences of spelling and punctuation errors, redundancies, clichés, and misuse of words? How does general writing differ from business writing.

5. Explain the techniques that you can follow to write a report in a convincing manner, so that the reader accepts them as valid and reliable.

6. What is a cover letter? Explain its components.

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