

**ENGLISH FOR TECHNICAL WRITING
(HUM1001)**

Time Allotted : 2½ hrs

Full Marks : 60

Figures out of the right margin indicate full marks.

*Candidates are required to answer Group A and
any 4 (four) from Group B to E, taking one from each group.*

Candidates are required to give answer in their own words as far as practicable.

Group – A

1. Answer any twelve:

12 × 1 = 12

Choose the correct alternative for the following

- (i) What is the primary purpose of studying intonation in speech?
 - (a) To improve writing skills
 - (b) To enhance listening comprehension
 - (c) To convey attitudes and emotions
 - (d) To learn foreign languages
- (ii) What is the primary focus of morphological analysis?
 - (a) The study of sentence structure
 - (b) The analysis of word origins
 - (c) The classification of sounds in language
 - (d) The study of word formation and structure
- (iii) What is the primary focus of communication techniques for multiple needs at the workplace?
 - (a) Ignoring conflicts
 - (b) Avoiding communication
 - (c) Persuading, convincing, responding, resolving conflict
 - (d) Minimizing connections
- (iv) Kamal's employment took him to a foreign land, where he finds disturbing how men and women dress in that office and interact very openly with each other; even the local food and mannerisms are different. In this context what do you think Kamal first needs to get sensitized on for smooth communication with people?
 - (a) Organisational communication
 - (b) Cross-cultural communication
 - (c) Workplace interaction
 - (d) Gender sensitization
- (v) Which document is prepared before a meeting to list items to be discussed or acted upon?
 - (a) Memo
 - (b) Minutes
 - (c) Agenda
 - (d) Research Report

- (vi) Find and select the correct order of the following business letters as exchanged between sender(s) and receiver(s):
 (a) Adjustment, Order placement, Enquiry, Reply to enquiry, Claim settlement
 (b) Enquiry, Reply to enquiry, Adjustment, Claim settlement, Order placement
 (c) Enquiry, Reply to enquiry, Order placement, Claim settlement, Adjustment
 (d) Reply to enquiry, Adjustment, Enquiry, Order placement, Claim settlement
- (vii) Which among the following is a common type of communication document used for internal organisational communication?
 (a) Business letter (b) Memo
 (c) Report (d) Proposal
- (viii) What is the role of logic in professional writing?
 (a) To confuse readers (b) To provide entertainment
 (c) To enhance clarity and coherence (d) To introduce errors
- (ix) What is the purpose of using infographics in writing?
 (a) To confuse readers (b) To simplify complex information
 (c) To introduce pictures (d) To increase word count
- (x) Which type of reasoning involves drawing specific conclusions from general principles?
 (a) Deductive reasoning (b) Inductive reasoning
 (c) Abductive reasoning (d) Critical reasoning

Fill in the blanks with the correct word

- (xi) The purpose of an expository writing piece is to_____.
- (xii) Conversion is a method of _____.
- (xiii) Use of jargon is a _____ to communication.
- (xiv) Receiving news/information through a television news channel is an example of _____.
- (xv) The phonetic symbol _____ represents the vowel sound in the word 'she'.

Group - B

2. (a) Identify the bound and free morphemes in the following words: (i) unhappily (ii) boys (iii) blueblood (iv) jackpot (v) singing (vi) wanted. [[CO3](Analyse/HOCQ)]
 (b) Explain the Affixal method of word formation. [[CO4](Remember/LOCQ)]
6 + 6 = 12
3. (a) Identify the suffixes in the following words and identify the type of suffix (inflectional or derivational): (i) Tributaries (ii) classified (iii) beginnings (iv) friendlier (v) writer's (vi) playing. [[CO4](Appy/IOCQ)]
 (b) Make three compound words from the following Free morphemes and use them in sentences of your own ----- book. Kick, jail, worm, fast, hold, back, bird, tell. [[CO4](Appy/IOCQ)]
6 + 6 = 12

Group - C

4. (a) Apart from the informal channel Grapevine, there are four formal channels through which information is transmitted in an organisation. Explain how these formal channels function with suitable examples. [[CO3](Analyse/HOCQ)]
(b) Discuss any four persuasive writing strategies. [[CO4](Remember/LOCQ)]
6 + 6 = 12
5. (a) Shweta is a brilliant student and has scored 98% marks in her class12 exams. Her parents want her to join a UG course with Maths Honours but she is inclined to pursue a career in journalism and mass communication as she is an extrovert and also a good speaker. Her parents are unable to appreciate her choice. What type of barrier to communication is operative in this situation? Explain in detail. [[CO4](Remember/LOCQ)]
(b) 'Whether an organization is small or large, it is communication that binds the organization together.' Discuss in detail the formal flow of communication in an organization with suitable examples. [[CO1,4](Analyze/IOCQ)]
5 + 7 = 12

Group - D

6. (a) What is the difference between expository and descriptive writing? Explain with the help of suitable examples. [[CO3&5](Understand/LOCQ)]
(b) Narrate a sporting event that have you witnessed. [[CO3&6](Apply/IOCQ)]
6 + 6 = 12
7. (a) You are the General Secretary of the Students' Council of your college. Write a letter placing order for 100 T-shirts to be worn by the volunteers during the technical fest being hosted by your college. You are writing to Makers and Movers Pvt. Ltd., a garment manufacturing firm. The specifications for the T-shirts should be clearly highlighted. Adhere also to the complete block format. [[CO1](Analyse/HOCQ)]
(b) What do the following parts of a business letter refer to – (i) Heading (ii) Signature block (iii) Salutation (iv) Complimentary close. [[CO6](Remember/LOCQ)]
8 + 4 = 12

Group - E

8. (a) Mention three reasons how and why reports are helpful forms of organisational communication? Name and state functions (uses) of any two types of report. [[CO5&3](Remember/LOCQ)]
(b) Imagine yourself guiding your friend to write a paragraph on a given topic (manually, without any advanced technological intervention). Mention and justify the steps in the 'process of writing' that you would follow to help your friend complete the writing. [[CO5&3](Apply/IOCQ)]
(3 + 4) + 5 = 12

9. (a) Write three points of difference between reports and proposals. *[[CO3)(Analyse/HOCQ)]*
- (b) Explain why business report writing is important. *[[CO1&2)(Remember/LOCQ)]*
- 6 + 6 = 12**
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Cognition Level	LOCQ	IOCQ	HOCQ
Percentage distribution	41.75	31.25	27