

**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) Which aspect of speech does phonology primarily focus on?
(a) The meaning of words (b) The structure of sentences
(c) The sounds of language (d) The history of language
- (ii) Choose the correct statement
(a) There are 40 individual sounds in English language
(b) during the articulation of a vowel sound there is no friction or blockage in the air passage.
(c) during the articulation of a consonant sound there is no friction or blockage in the air passage.
(d) There are 42 individual sounds in English language
- (iii) As a sincere school teacher Geetika conducts her classes well, but her pronunciation and speed of speaking causes students to face difficulty. What specifically do you think she needs to improve on?
(a) Oral communication (b) Verbal communication
(c) Paralinguistics (d) One-way communication
- (iv) The process of communication is incomplete without which of the following:
(a) Feedback (b) Response (c) Noise (d) Barrier
- (v) Which of the following principles is important for creating coherence in writing
(a) Accuracy (b) Clarity (c) Relevance (d) Consistency
- (vi) Meena's boss was annoyed at the Sales team for an analytical glitch leading to financial loss, she wrote an email: 'ALL OF YOU ARE WARNED TO MAINTAIN...' Under email etiquettes this way of expression is also known as_____.
(a) Shouting (b) Threatening (c) Frustration (d) Vehemence
- (vii) What is the primary goal of writing strategies in professional writing?
(a) To make it difficult (b) To increase acceptability
(c) To decrease readability (d) To enhance clarity and effectiveness

- (viii) A report is written to convince the management to invest in a new machine. It includes cost-benefit analysis, potential risks, and expected outcomes. Which type of report is this?
 (a) Routine Report (b) Analytical Report
 (c) Incident Report (d) Proposal Report
- (ix) What is the focus of technical writing in a report?
 (a) Personal Feelings (b) Subjective Evaluations
 (c) Unnecessary jargon (d) Objective Evaluations
- (x) Which of the following is not a part of the Seven Cs of business writing
 (a) Clarity (b) Conciseness (c) Concreteness (d) Contradiction

Fill in the blanks with the correct word

- (xi) Memo is an example of _____ communication.
- (xii) Making eye contact while speaking is an example of _____ communication.
- (xiii) Feedback is an essential part of the _____ of communication.
- (xiv) 'Noise' in the context of communication means _____.
- (xv) The word 'ungentlemanliness' consists of _____ vowel sounds and _____ syllables.

Group - B

2. (a) Below is given a set of six sentences. Mark each sentence with right intonation at the right place.
 Do you have any stamp?
 Anil, can I borrow your car this afternoon?
 What time does the film finish?
 What a beautiful building!
 Are you thirsty?
 Pass the salt. [[CO6](Analyse/HOCQ)]
- (b) Explain Falling tone and rising tone with the help of examples. [[CO6](Remember/LOCQ)]

6 + 6 = 12

3. (a) Match the Word in column A with its usage (contextual meaning and parts of speech) as expressed in the sentences in Column B [[CO6](Analyse/HOCQ)]

	<u>Column A</u> Words (syllables with word stress have been capitalized)		<u>Column B</u> Meaning in a given context
1	'IMport	a	They import their carpets from Kashmir.
2	Im'PORT	b	I would like a refund, please.
3	de'CREASE	c	The numbers are decreasing every year.
4	'DEcrease	d	I am applying for a work permit.

5	'REfund	e	There is a decrease in the elephant population.
6	re'FUND	f	This is a cheap import.
7	'PERmit	g	She will not be permitted to leave the country.
8	per'MIT	h	Sorry, we can refund you only 30%.

(b) Mark the word stress (on the correct syllable) in the underlined words of the following sentences

- (i) I need to record a new message for the class.
- (ii) Before joining the college club, you have to register first.
- (iii) This object is defunct and will not work properly.
- (iv) A protest was held by students against growing crime in society

[[CO6](Remember/LOCQ)]

8 + 4 = 12

Group - C

4. Write short notes on **any two** of the following:

- (i) Mass communication
- (ii) Non- verbal communication
- (iii) Informal communication

[[CO2](Apply/IOCQ)]

(6 + 6) = 12

5. Effective communication can get disrupted by many factors. Imagine yourself joining college in a non-English speaking country, not only away from India but also very diverse in culture, language, food, dress, ethnicity and belief system. List three possible communication barriers you might face in your new college environment when the local language is not known to you.

[[CO4&6](Apply/IOCQ)]

(4 × 3) = 12

Group - D

6. (a) Enumerate the format of the minutes of a meeting. [[CO3](Analyse/HOCQ)]
 (b) Your institute conducts quarterly meetings with project teams. The meetings generally takes place between the senior managers and team leaders. You as an assistant of the senior manager of sales, draft an agenda for the next meeting, mentioning the issues to be discussed and delineating rest of the necessary details. [[CO4](Remember/LOCQ)]

5 + 7 = 12

7. (a) The 'You' attitude or focus is considered important in business letter writing. Revise and rewrite the following sentences to incorporate the 'you' focus (prioritize the receiver/customer)

- (i) Our MP3 players have 50, 75 and 100 gigabytes of storage capacity.
- (ii) We can repair your laptop not before Thursday.
- (iii) We have up-scaled our in-flight services.

[[CO1&2](Analyse/HOCQ)]

(b) Write at least three dos and three don'ts for

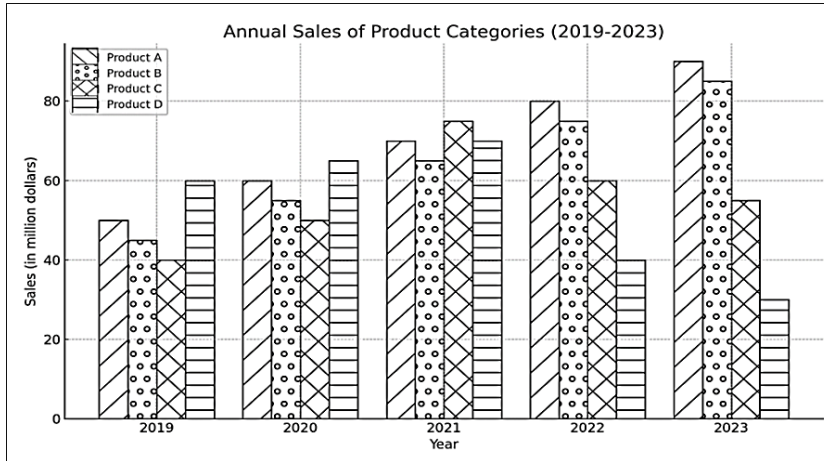
- (i) Complaint letter
- (ii) Enquiry letter.

[[CO1&5](Apply/IOCQ)]

6 + 6 = 12

Group - E

8.

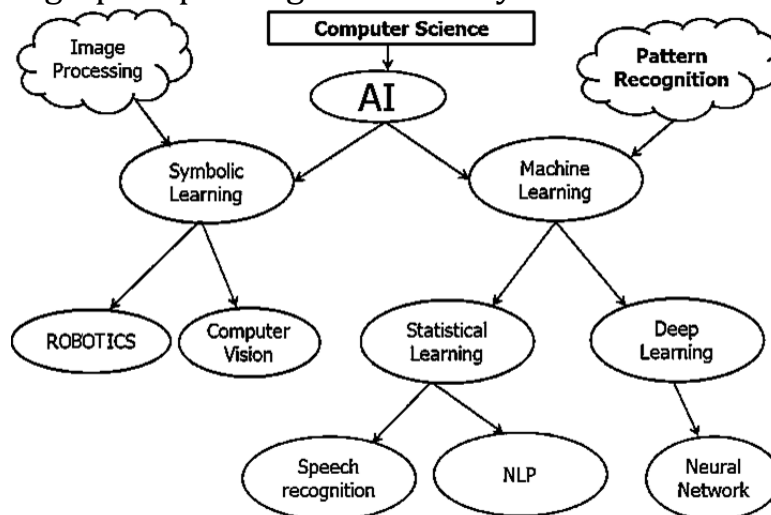


As Sales Executive (Simba BioCare) analyse the performance of your company products over the last five years (2019 to 2023). Simba BioCare is into manufacturing four category of products: medical devices (Product A), dietary supplements (Product B), vaccines (Product C) and cosmetic products (Product D). [[CO3)(Analyse/HOCQ]]

- (i) In which year did all product categories show lowest sales. [[CO4)(Remember/LOCQ]]
- (ii) Which product had made a significant recovery after 2020 and how much did its sales increase in 2021?
- (iii) How did the performance of Product D differ from the other products over the five-year period? [[CO2)(Apply/IOCQ]]
- (iv) The above is an example of representing data in a graphic form. Mention at least two benefits of representing data in graphic form. [[CO2)(Apply/IOCQ]]

(2 + 2 + 4 + 4) = 12

9. (a) Below is given a flow-chart explaining the various aspects of Artificial Intelligence. Write a paragraph explaining the same in your own words. [[CO3)(Analyse/HOCQ]]



- (b) What is the importance of using infographics while writing a report? Explain briefly. [[CO6)(Understand/LOCQ]]

8 + 4 = 12

Cognition Level	LOCQ	IOCQ	HOCQ
Percentage distribution	23.96	39.58	36.46