

**ENGLISH FOR TECHNICAL WRITING
(HUM 1001)**

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 of these may be considered the most primary level of communication?
(a) Intra-personal communication (b) Group communication
(c) Mass communication (d) All of these.
- (ii) *Haptics* is an element of
(a) Oral Communication (b) Written Communication
(c) Non-verbal communication (d) None of these.
- (iii) The basic process of communication owes its cyclic nature to which of the following elements?
(a) Channel (b) Sender (c) Feedback (d) Receiver.
- (iv) The speech sound represented by the phonetic symbol /dʒ/ occurs in which of the following words?
(a) Drudgery (b) Jaggery
(c) Both (a) and (b) (d) Neither (a) nor (b).
- (v) Which of these is a communication skill?
(a) Talking clearly
(b) Talking at the same time as someone else
(c) Looking bored
(d) None of these.
- (vi) One who looks at the bright side of things is
(a) Theist (b) Heretic (c) Optimist (d) Omnipotent.
- (vii) Choose the correct prefix for the word 'slave' which would mean to subjugate
(a) en (b) un (c) in (d) re.
- (viii) One of the basic elements of business writing is Coherence, which means
(a) singularity /unity of idea (b) brevity / precision
(c) connectedness / relatedness (d) consideration / 'you' attitude.

- (ix) Encoding is a step involved in
 (a) Communication (b) Intonation
 (c) Listening (d) None of these.
- (x) “Incongruity of verbal and non-verbal messages” is a kind of
 (a) Intrapersonal barrier (b) Interpersonal barrier
 (c) Organizational barrier (d) Psychological barrier.

Fill in the blanks with the correct word

- (xi) She skims like a bird _____ the foam of a stream.
- (xii) The word *accident* has _____ syllables.
- (xiii) One appropriate synonym of “conniving” is _____.
- (xiv) A ‘phoneme’ is a minimum _____ meaningless unit of a language.
- (xv) You walk into an aesthetically decorated office space and immediately fall in love with the place. You so wish to become a part of this organization. One of the non-verbal elements at play here is _____.

Group - B

2. (a) Phonetically transcribe the words given below:
 (i) money (ii) jibe (iii) amazing (iv) cheat (v) travel (vi) cutlery.
[[CO2](Apply/IOCQ)]
- (b) Define: (i) phoneme (ii) syllable (iii) stress.
[[CO3](Understand/LOCQ)]
6 + 6 = 12
3. (a) Form at least 3 words from each of the below given root words by using either the affixation, the conversion or the compounding method, whichever is applicable.
 (i) help (ii) mercy.
[[CO3](Apply/IOCQ)]
- (b) “Intonation lends colour to the spoken word” - How do you justify the statement with at least two examples, commenting on the importance of intonation.
[[CO1,CO6](Analyze/HOCQ)]
6 + 6 = 12

Group - C

4. (a) You love spending time with your pet. At times when you are feeling low, spending time with your pet elevates your mood. Here, what level of communication are you engaged in? Do you think such elevation/enhancement of mood can impact other level(s) of communication in you? [[CO6](Analyze/HOCQ)]
- (b) What are the channels of communication in an organization? Why are these important?
[[CO2](Analyze/HOCQ)]
6 + 6 = 12
5. (a) “Effective communication is an interconnected system involving the act of delivering, receiving, and exchanging information” - Explain with the help of

diagram how the process of exchanging information in communication becomes effective. [[CO1](Apply/IOCQ)]

- (b) What is the role of encoding and decoding in the communication process? What is interpersonal communication? Explain with an example. [[CO4](Analyse/IOCQ)]

7 + 5 = 12

Group - D

6. (a) You are the General Secretary of Indian Pharmaceuticals Ltd. that recently hosted an international conference. Medical practitioners / professionals from various countries participated in it. Write a complaint letter to Event Makers Pvt. Ltd., an event management company, that was entrusted with the responsibility of managing this 3-day international conference. You are complaining about the poor catering arrangements, which did not take into consideration the varied food preferences of participants from across the world.

[[CO5](Understand/LOCQ)]

- (b) List any six parts of a business letter and briefly explain any two.

[[CO5](Understand/LOCQ)]

8 + (2 + 2) = 12

7. (a) You are the head of sales of a Kolkata branch of a popular electronic chain based in New Delhi. Draft a circular announcing a change in premises of the business to all concerned.

[[CO5](Understand/LOCQ)]

- (b) You are sports secretary of your college sports club. Draft a notice in not more than 50 words for your college notice board asking the students to enrol their names for participation in various events to be held on the Annual Sports Day of your college.

[[CO5](Understand/LOCQ)]

6 + 6 = 12

Group - E

8. (a) As the Administrative Officer of your institute, write a Memo Report to your Manager on a minor accident that happened at the campus, detailing the causes, consequences and the suggested measures to prevent future mishaps.

[[CO5](Analyse/IOCQ)]

- (b) List the elements that are there in the prefatory part of a manuscript report.

[[CO5](Understand/LOCQ)]

8 + 4 = 12

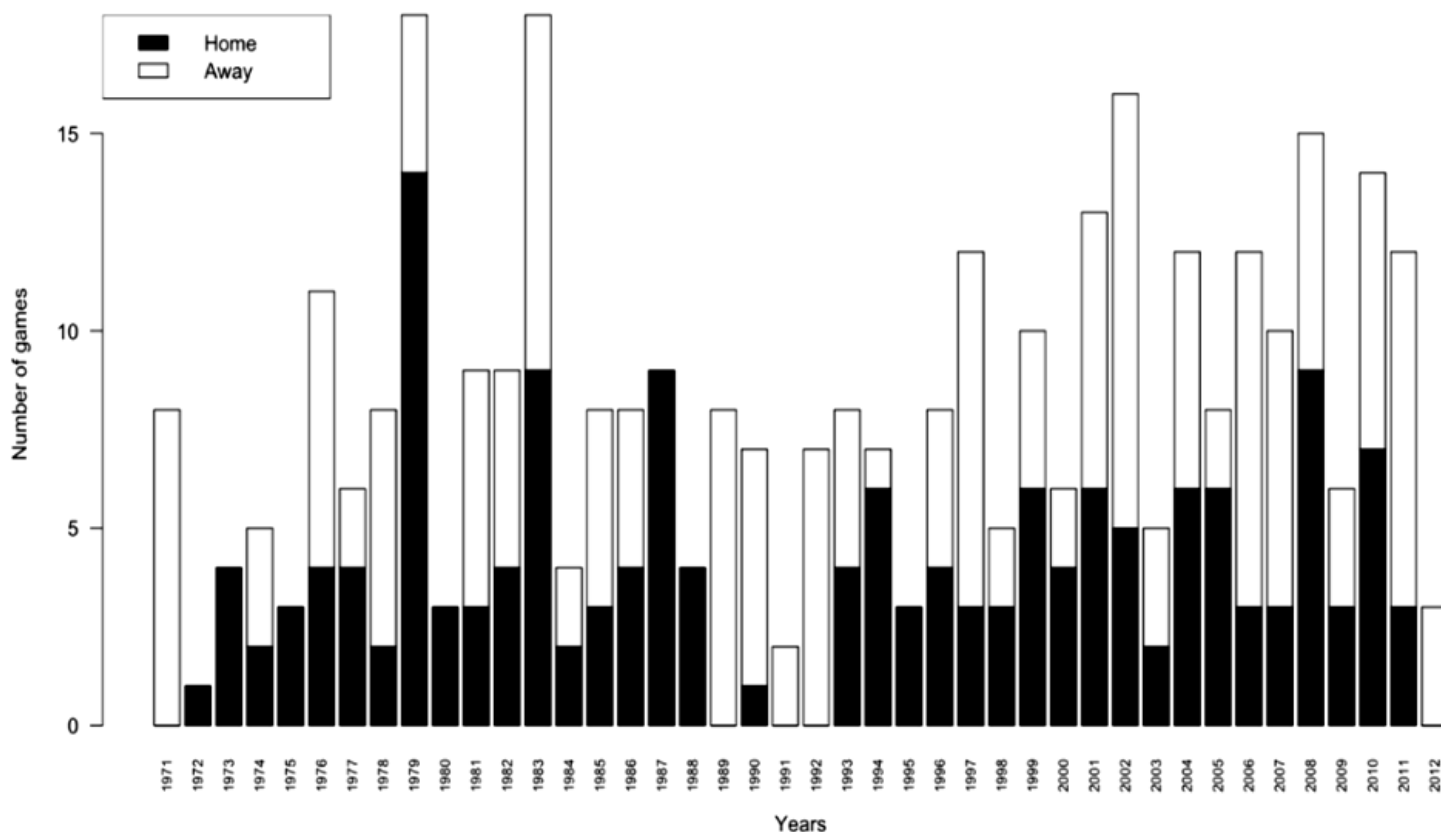
9. (a) 'Television serials are a waste of time'. Considering this statement to be the main claim / central idea of a paragraph, write a short paragraph using the inductive method. Write in about 100 – 120 words.

[[CO6](Analyse/HOCQ)]

- (b) Analyze the graph given below and present the information therein in the form of a paragraph. (In about 100 – 130 words).

[[CO6](Analyse/HOCQ)]

India's Test Cricket matches home and away year-over-year



NOTE: The 'X' axis depicts years from 1971 to 2012 (left to right)

6 + 6 = 12

Cognition Level	LOCQ	IOCQ	HOCQ
Percentage distribution	35.42	33.33	31.25

Course Outcome (CO):

After the completion of the course students will be able to

1. Communicate in an official and formal environment.
2. Effectively communicate in a group and engage in relevant discussion.
3. Engage in research and prepare presentations on selected topics.
4. Understand the dynamics of multicultural circumstances at workplace and act accordingly.
5. Organize content in an attempt to prepare official documents.
6. Appreciate the use of language to create beautiful expressions.

**LOCQ: Lower Order Cognitive Question; IOCQ: Intermediate Order Cognitive Question; HOCQ: Higher Order Cognitive Question.*