

**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.*

1. Answer any twelve:

**12 × 1 = 12**

*Choose the correct alternative for the following*

- (i) What does phonetics study?  
(a) Syntax (b) Word meanings  
(c) Vowel and consonant sounds (d) Punctuation rules.
- (ii) Which aspect of speech does word stress focus on?  
(a) Syllable count (b) Pronunciation accuracy  
(c) Stress patterns within words (d) Sentence structure
- (iii) Which of the following best describes word formation?  
(a) Breaking down words into syllables  
(b) Creating new words from existing ones  
(c) Learning the meaning of words  
(d) Classifying words based on parts of speech.
- (iv) Phonetics deals primarily with the study of  
(a) Language origins (b) Sentence structure  
(c) Sounds of human speech (d) Written symbols.
- (v) What is the purpose of business communication?  
(a) To entertain clients (b) To inform and persuade  
(c) To confuse competitors (d) To avoid communication.
- (vi) Which of the following is NOT a common barrier to effective communication?  
(a) Language barriers (b) Cultural differences  
(c) Open communication (d) Physical barriers.
- (vii) Which of the following is NOT a common type of professional writing?  
(a) Business letter (b) Memo  
(c) Email (d) Short story.
- (viii) Which of the following documents is commonly used to record the proceedings of a meeting?  
(a) Agenda (b) Minutes (c) Notice (d) Memo.

- (ix) Which style of writing focuses on presenting facts or information in a straightforward manner?  
 (a) Descriptive (b) Narrative  
 (c) Expository (d) Persuasive.
- (x) 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.

*Fill in the blanks with the correct word*

- (xi) The prefix \_\_\_\_\_ is to be added to the word happy to make it negative.  
 (xii) The synonym of the word brief is \_\_\_\_\_.  
 (xiii) The antonym of the word clever is \_\_\_\_\_.  
 (xiv) Memo is an example of formal \_\_\_\_\_ communication.  
 (xv) The suffix \_\_\_\_\_ is to be added to the word quick to make it an adverb.

### Group - B

2. (a) Transcribe the words given below:  
 (i) /'hɛrɪtɪdʒ/ (ii) bag (iii) /ɛndʒɪ'nɪə/ (iv) shoe (v) /gɛm/ (vi) nose  
[[CO2](Understand/LOCQ)]
- (b) Define: (i) Intonation (ii) Word Formation (iii) Phonetics.  
[[CO4](Understand/LOCQ)]  
**6 + 6 = 12**
3. (a) Which words are 'content words' and should be stressed in the following sentences:  
 (i) They've been learning English for two months.  
 (ii) My friends have nothing to do this weekend.  
 (iii) I would have visited in April if I had known Peter was in town.  
 (iv) Natalie will have been studying for four hours by six o'clock.  
 (v) The boys and I will spend the weekend next to the lake fishing for trout.  
 (vi) Jennifer and Alice had finished the report before it was due last week.  
[[CO1](Apply/IOCQ)]
- (b) Use the words in capitals to form another word that fits into the space next to it.  
 There is an \_\_\_\_\_ (ARGUE) that \_\_\_\_\_ (RECYCLE) may have some unforeseen negative effects. Of course, it would be a major \_\_\_\_\_ (ACHIEVE) if we were able to increase \_\_\_\_\_ (AWARE) to the threat caused to the environment by \_\_\_\_\_ (POLLUTE) and the \_\_\_\_\_ (BURN) of fossil fuels. [[CO1,2](Apply/IOCQ)]  
**6 + 6 = 12**

### Group - C

4. (a) Define Communication. Identify any two types of Communication and explain each of them with examples.  
[[CO1](Analyse/IOCQ)]

- (b) List three barriers in each for face-to-face communication and online communication respectively? [[CO2](Evaluate/HOCQ)]  
(2 + 2 + 2) + 6 = 12
5. (a) You work in a hotel that has a lot of employees who are not educated. As a senior manager of the company, you feel that there is a need to communicate with them regularly about the decisions of the company. The bigger challenge is that they are based in multiple locations. Keeping in mind the channels of communication, design a communication plan to address the problem. [[CO4](Apply/HOCQ)]
- (b) Write short notes on the following (**any two**):
- (i) Intrapersonal Communication
- (ii) Emotional Barrier
- (iii) 2 Tips on how to deliver bad news. [[CO4](Remember/LOCQ)]  
6 + 6 = 12

### Group - D

6. (a) Heritage Institute of Technology, Kolkata proposes to organize an inter-college competition at the Club level. As student-coordinator of your club frame a notice and agenda to plan the participation and organization of the event for your club members. [[CO4](Analyse/IOCQ)]
- (b) Analyse the following formal email and list any four expressions you think are erroneously written. [[CO3](Analyse/IOCQ)]
- To: techhead.project@newitsolutions.org  
 From: dynamicjp@gmail.com  
 Subject: URGENT!!  
 Hi Boss,  
 We need to talk. I need help with the new software you explained last week.  
 PLEASE GET BACK TO ME ASAP.  
 Thnx,  
 JP
- (4 + 4) + 4 = 12**

7. (a) A group of tourists recently took a trip to Uttarakhand with your company Travel Guru Agency. However, their trip was not comfortable for various reasons, as expressed by one of the tourists. Respond with an adjustment letter to resolve the matter. [[CO5](Analyse/IOCQ)]
- (b) Write a brief passage (70 words) on the theme “machine and human collaboration”. Use best strategies to apply coherence, clarity and brevity in your writing. [[CO6](Evaluate/HOCQ)]  
6 + (2 + 2 + 2) = 12

### Group - E

8. (a) What is an infographic? Design one infographic on the ‘importance of ecosystem’.
- [[CO3](Analyse/HOCQ)]

- (b) Identify the format that you will use to write an accident report on behalf of your company. Prepare a **5-step** checklist for preparation of the same.

*[(CO5,6)(Remember,Apply/IOCQ)]*

**6 + 6 = 12**

9. (a) Starting your professional life as an intern might be one of the finest options to develop a work connection and gain valuable expertise and knowledge in your field of interest.

Write a letter of intent (Statement of purpose) that outlines why you are the right candidate for the 'web development internship' and what you hope to accomplish professionally and personally through the position.

*[(CO4,5)(Analyse/HOCQ)]*

- (b) What is deductive reasoning? How is it different from inductive? Give one relevant example in support of your answer.

*[(CO6)(Remember/HOCQ)]*

**7 + 5 = 12**

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Cognition Level	LOCQ	IOCQ	HOCQ
Percentage distribution	18.75	43.75	37.5

**Course Outcome (CO):**

After the completion of the course students will be able to

1. Communicate effectively in an official and formal environment
2. Use language as a tool to build bridges and develop interpersonal relations in multi-cultural environment
3. Use various techniques of communication for multiple requirements of globalized workplaces
4. Learn to articulate opinions and views with clarity.
5. Write business letters and reports.
6. Apply various communication strategies to achieve specific communication goals.

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