

**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) There are _____ monophthongs and _____ diphthongs.
(a) 12,7 (b) 10,12 (c) 12,8 (d) 12,6
- (ii) Intonation in speech refers to
(a) volume of speech (b) pronunciation of vowels
(c) stress on consonant sounds (d) rising and falling tone patterns.
- (iii) _____ channel of communication demands complete obedience and ensures disciplined and orderly implementation of orders.
(a) Downward (b) Horizontal
(c) Diagonal (d) Grapevine
- (iv) What is the purpose of business communication?
(a) To communicate with clients (b) To inform and persuade
(c) To confuse competitors (d) To avoid communication.
- (v) A positive Feedback during the process of communication means
(a) communication is complete
(b) communication is complete and effective
(c) communication is complete, positive and effective
(d) communication has happened.
- (vi) 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.
- (vii) What is the primary function of a notice in organizational communication?
(a) To provide feedback
(b) To request information
(c) To communicate internally within the organization
(d) To announce important information or events.

- (viii) What is the primary purpose of the introduction section in a report?
 (a) To summarize the key findings
 (b) To provide background information
 (c) To offer recommendations
 (d) To introduce the topic and purpose of the report.
- (ix) 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.
- (x) 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.

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) Block Format is used while writing _____.
- (xiv) Receiving news / information through a television news channel is an example of_____.
- (xv) Encode and decode are terms associated with _____.

Group - B

2. (a) Explain word- stress. Below is given a set of eight words. Mark the primary stress in each word:
 degree, report, freedom, ambience, action, meaning, invitation, believe.
[[CO6](Apply/IOCQ)]
- (b) What kind of intonational pattern in English language do we generally adhere to, in the following situations?
 (i) In case of “Wh” questions that start with ‘what’, ‘where’, ‘when’
 (ii) In case of general statements
 (iii) Questions with “yes” or “no” answers
 (iv) Situations where we seek clarifications
 (v) In case of tag questions for confirmation
 (vi) In case of polite requests.
[[CO2&6](Apply/IOCQ)]
(2 + 4) + 6 = 12
3. (a) Write the phonetic transcription for the given words: (i) House (ii) Choice
 (iii) Boys (iv) Trees (v) Canteen (vi) Uncle.
[[CO40](Apply/IOCQ)]
- (b) What is a phoneme? Give at least two examples to explain phonemes.
[[CO4](Remember/LOCQ)]
9 + 3 = 12

Group - C

4. (a) A 25-year-old woman working at Adani Brothers Pvt. Ltd. - Pune, one of the top global accounting firms, tragically lost her life due to what her family described as work stress within five months of her joining. Sonia Sharma, a young Chartered Accountant (CA), lost her life after the company “burdened her with backbreaking work”. In the wake of this devastating loss, Sonia’s mother, Sunita Sharma, has written an email addressed to the company’s India boss Rajat Bhimani. In her letter, she condemned the firm for “glorifying overwork” and highlighted how the company’s human rights values starkly contradicted the reality her daughter experienced.
Assume yourself to be the Project Head to whom Sonia reported. Write a persuasive letter to the Country Head of Adani Brothers - India, Rajat Bhimani, putting forth your argument in favour of a four-day week. Adhere strictly to the complete block format. [[CO4](Evaluate/HOCQ)]
- (b) Explain the term ‘Emotional Barrier’. [[CO4](Evaluate/HOCQ)]
- 8 + 4 = 12**

5. Analyse the following situation to explain how it is an instance of bad communication and rewrite the same in your own words to make communication appropriate
Anand (*Rushed into Boss’ cabin without knocking at the door*): Sir... sir... I am going home; my brother has come from London.
Boss: (*Startled as he was busy on a phone call*): Mr. Anand, I am busy right now. Please WAIT!
Anand: Sir! (*Pulls a chair and settles down before the boss*): Sir! I don’t have time, my family has planned shopping, followed by film and dinner, I want to go, so allow me!
Boss: (*Banging his hand on the desk and shouting*): GET OUT of my cabin!
Anand: (*Raising his tone*): YOU cannot speak to me like that... I am not your SLAVE, you-- you are a MISBEHAVING boss, and you MUST RESIGN from this office. [[CO3](Analyse/HOCQ)]
- (6 + 6) = 12**

Group - D

6. (a) Write a Descriptive Paragraph on any one of the following topics in 150-200 words
(i) A place you loved as a child
(ii) A happy memory
(iii) An inspiring friend/ family member. [[CO6](Apply/IOCQ)]
- (b) Identify the following style of writing and mention its two characteristic features
Among the many proposed solutions to rising carbon emissions, one promising possibility is carbon trapping. Scientists are figuring out how to pull carbon emissions out of the atmosphere and trap it in less harmful forms, such as by injecting carbon dioxide underground so it will turn to stone. [[CO5](Evaluate/HOCQ)]
- 7 + 5 = 12**

7. Mention any three email etiquettes with examples and briefly state reasons to why these etiquettes should be followed.

[[CO3](Analyse/HOCQ)]

(3 × 4) = 12

Group - E

8. (a) What is the objective of SOP? Make a list of at least 4 elements essential to writing a powerful Statement of Purpose. [[CO1&3](Remember/LOCQ)]
- (b) Imagine you are preparing to make the admission application to the course you have wished to study for so long at one of the best universities abroad. Within 150-200 words write a compelling Statement of Purpose for the course. [[CO2&5](Apply/IOCQ)]
- 4 + 8 = 12**
9. (a) Write the executive summary of a report on customer feedback on the new series of watch that your company has launched recently. Highlight the problem statement, objectives, proposed solutions, strategies and the importance of the work. [[CO5&6](Analyse/HOCQ)]
- (b) Write a letter of transmittal for a report on energy-efficient building strategy used for an office space for your client, underscoring the authorisation, purpose and overview of the report. [[CO5&6](Remember/LOCQ)]

6 + 6 = 12

Cognition Level	LOCQ	IOCQ	HOCQ
Percentage distribution	13.54	37.5	48.96