

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 of the following best describes the concept of word stress:
 - (a) The emphasis is placed on a particular word in a sentence
 - (b) The process of dividing words into syllables
 - (c) The rhythm and melody of the spoken language
 - (d) The pronunciation of vowel sounds in words
- (ii) What role does phonetics play in learning of a language?
 - (a) Learning vocabulary
 - (b) Understanding sentence structure
 - (c) Improving pronunciation
 - (d) Studying grammar rules
- (iii) What is the full form of R.P.?
 - (a) Recurrent Pronunciation
 - (b) Received Pronunciation
 - (c) Repeated Pronunciation
 - (d) Resonant Pronunciation
- (iv) Which of the following is **not** a technique for making positive connections in communication?
 - (a) Active listening
 - (b) Empathy
 - (c) Criticism
 - (d) Appreciation
- (v) Which of the following is **not** an emotional barrier?
 - (a) Fear
 - (b) Apprehension
 - (c) Confidence
 - (d) Anxiety
- (vi) Conveying key ideas in the fewest words possible is known as:
 - (a) Balance
 - (b) Brevity
 - (c) Clarity
 - (d) Simplicity
- (vii) Which of the following principles is important for creating coherence in writing?
 - (a) Accuracy
 - (b) Clarity
 - (c) Relevance
 - (d) Consistency
- (viii) The statement of purpose in a research study should ----.
 - (a) Identify the design of the study
 - (b) Identify the intent or objective of the study
 - (c) Specify the type of people one would like to work with
 - (d) Describe the study

- (ix) Which of the following is a key component of a formal report?
 (a) Informal language (b) Personal opinions
 (c) Executive summary (d) Incomplete information
- (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) Memo is an example of _____ communication.
- (xii) Making eye contact while speaking is an example of _____ communication.
- (xiii) 'Noise' in the context of communication means_____.
- (xiv) Aim of a statement of purpose is to _____.
- (xv) Reports prepared after a specific time interval are called _____.

Group - B

2. (a) Below is given a set of six sentences. Mark each sentence with the 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) Differentiate between vowel and consonant sounds with the help of suitable examples. [[CO4)(Apply/IOCQ]]
- (b) Identify the vowel sounds in the following words and provide the phonetic symbol for the sound identified.
 (i) bird (ii) pot (iii) man (iv) push. [[CO4)(Apply/IOCQ]]
4 + 8 = 12

Group - C

4. Effective communication can get disrupted by many factors. Imagine yourself joining a 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

5. (a) What do you mean by 'barriers' in the communication process? Explain organizational barriers. [[CO3&4](Remember/LOCQ)]
 (b) Why is extra personal communication important? Explain with a suitable example. [[CO1,4](Analyze/IOCQ)]
(2 + 4) + (4 + 2) = 12

Group - D

6. (a) Enumerate the format of the minutes of a meeting. [[CO3](Analyze/HOCQ)]
 (b) Your institute conducts quarterly meetings with project teams. The meetings generally take place between the senior managers and team leaders. You as an assistant of the senior manager of sales, is to 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 below lines DO NOT adhere to the principles of formal letter writing. Rewrite the below lines making them more suitable for a business letter.
 I want to say that I am the Secretary of the Student Council of my college. And I am also very happy to tell you that my college will organise a technical fest. We want to give certificate to all students who will participate. If you want to print the certificates, then please tell us how much money you will charge. [[CO3](Analyze/HOCQ)]
 (b) Your organization is hosting a two day seminar. Write a letter to a food catering enterprise placing the order for Breakfast, Lunch and Dinner for these two days. Assume and consider other necessary details. Ensure completeness of information. [[CO4](Remember/LOCQ)]
4 + 8 = 12

Group - E

8. (a) What is the main goal of a project proposal? Mention any 4 general questions which any proposal should answer. [[CO1&5](Remember/LOCQ)]
 (b) As a member of the Student Council, you have been given the responsibility of setting up a Science Club. Write a proposal in not more than 150-200 words, stating the steps you would take to successfully establish this particular club. [[CO5](Evaluate/HOCQ)]
6 + 6 = 12
9. (a) Writing is a technical task and can have several decisive factors involved in its effectiveness. Use your understanding to mention any three such factors required for undertaking a writing task. [[CO6](Understand/LOCQ)]
 (b) As Site Engineer, Azad Builders, Kolkata frame a letter report for your company General Manager looking forward to finding suitability of an identified plot for constructing a hospital building. [[CO5&3](Analyze/HOCQ)]
4 + 8 = 12

Cognition Level	LOCQ	IOCQ	HOCQ
Percentage distribution	33.94	37.5	29.16