

Registration No.:

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Total Number of Pages: 02

Course: B.Tech/IDD
Sub_Code: 23HS1002

1st Semester Regular/Back Examination: 2025-26

SUBJECT: English for Technical Writing

BRANCH(S): ECE, EE, AE, AEIE, AERO, AG, AIML, AUTO, BIOTECH, CHEM, CIVIL, CS, CSE, CSEAI, CSEAIML, CSEDS, CST, ECE, EEE, ELECTRICAL, ELECTRICAL & C.E, ELECTRONICS & C.E, ETC, MANUTECH, MECH, METTA, MINERAL, MINING, MME, PLASTIC

Time: 3 Hours

Max Marks: 100

Q.Code: U538

Answer Question No.1 (Part-I) which is compulsory, any eight from Part-II, and any two from Part-III. The figures in the right-hand margin indicate marks.

Part-I

Q1 Answer the following questions:

(2 x 10)

- a) Define barriers to communication.
- b) What is cross-cultural communication?
- c) Define vowel sounds.
- d) What are the Seven Cs of professional writing?
- e) What is an agenda?
- f) Which skill is most important during an interview?
 - I) Memorization
 - II) Communication
 - III) Silence
 - IV) Speed writing
- g) The train _____ at platform number three at 6:30 every morning.
 - I) arrives
 - II) is arriving
 - III) has arrived
 - IV) was arriving
- h) Which document is used for internal communication?
 - I) Resume
 - II) Memo
 - III) Advertisement
 - IV) Job Application letter
- i) Which barrier arises due to personal emotions and attitudes?
 - I) Physical barrier
 - II) Psychological barrier
 - III) Semantic barrier
 - IV) Organizational barrier
- j) By next July, she _____ at the company for over ten years.
 - I) will work
 - II) will be working
 - III) will have worked
 - IV) has worked

Part-II

- Q2** **Only Focused-Short Answer Type Questions- (Answer Any Eight out of Twelve)** **(6 x 8)**
- a) Discuss verbal and non-verbal communication with suitable workplace examples.
 - b) Identify common problem sounds for Indian speakers and suggest remedies.
 - c) Explain agenda and minutes of a meeting with examples.
 - d) Explain the purpose and types of report writing.
 - e) Discuss important interview skills required for professional success.
 - f) Explain briefly the components of a CV.
 - g) Explain the role of feedback in the communication process. Illustrate with an example.
 - h) Discuss the importance of cross-cultural communication in multinational organizations.
 - i) Explain how bias-free language contributes to ethical communication.
 - j) Explain word stress and sentence stress with examples.
 - k) How does intonation influence meaning in spoken English?
 - l) Suggest practical techniques to improve pronunciation for Indian learners.

Part-III

Only Long Answer Type Questions (Answer Any Two out of Four)

- Q3** Your college is hosting international exchange students from the United States who are visiting your campus for 3 months. You are part of the student coordination team that is in charge of acquainting the students with Indian way of life and with the rules and regulations of the college. **(16)**
- a) Explain the importance of cross-cultural communication in this context.
 - b) Identify cultural challenges that may arise.
 - c) Discuss the role of bias-free language in creating an inclusive environment.
 - d) Suggest strategies to communicate effectively with students from different cultures.
- Q4** Your college placement cell is organizing a CV review workshop for first-year students. **(16)**
- a) Explain the objectives of a good CV for engineering students.
 - b) Discuss how students can highlight skills, certifications, and extracurricular activities.
 - c) Explain the role of action verbs and formatting in CV writing.
 - d) Suggest guidelines for preparing an ATS-friendly CV.
- Q5** Your department conducted a one-day industrial visit to a manufacturing unit. You are asked to submit a report to the Head of the Department. Write a structured report including introduction, objectives, observations, and conclusion. **(16)**
- Q6** You are the class representative of your section. Write a formal letter to the principal requesting permission to organize a technical workshop. **(16)**