

Roll No.

Total Pages : 4

BT-1/D-24

41070

ENGLISH FOR TECHNICAL WRITING

Paper-B24-HSC-101

Time Allowed : 3 Hours]

[Maximum Marks : 70

Note : All questions are compulsory. The question carrying **ten** marks in each unit shall have a choice in attempting any of the **one** option.

UNIT-I

1. Define the term "technical communication" and explain its purpose. (CO1) 2½
2. Compare verbal and non-verbal communication and suggest strategies to overcome common communication barriers. (CO1) 5
3. Compose an essay on the importance of tools in ensuring effective communication. (CO1)

Or

Explain the importance of developing reading, writing, speaking and listening skills in professional communication.

Provide examples.

(CO1) 10

UNIT-II

4. List the antonyms of the following words : (CO2) 2
- (a) Optimistic. (b) Generous.
5. Describe the significance of one-word substitutions in formal writing and provide substitutions for the following phrases : (CO2)
- (a) The Scientific study of the Universe.
- (b) A Handwriting that is difficult to read.
6. Compose the paragraph using the following words by modifying their forms as needed : (CO2)
- (a) Inspire. (b) Perform.
- (c) Act. (d) Believe.
- (e) Success.

Or

Develop a strategy to teach students the effective use of synonyms, antonyms and idioms in creative writing. (CO2) 10

UNIT-III

7. Classify the following sentences as either in active or passive voice and change its voice : (CO3) 2

- (a) The report was submitted by the team.
 - (b) The manager approved the proposal.
8. Analyse the role of precise writing in business communication and provide examples of how to achieve clarity in writing. (CO3) 5
9. Compose a Resume along with a Covering Letter to apply for the post of an Engineer in a MNC. (CO3)

Or

Write a formal business letter to a client informing them about a change in your company's policy regarding product delivery times. (CO3) 10

UNIT-IV

10. Identify three key qualities of effective communication during a technical telephonic conversation. (CO4) 2½
11. Describe the key components of effective body language in an Oral presentation and explain how they influence the outcome. (CO4) 5
12. Write a formal business letter to a client informing them about a change in your company's policy regarding product delivery times. (CO4)

Or

Explain the term 'Group Discussion' and its types.
Comment on the 3 C's of a Group Discussion and also
the important skills the candidates must possess for a
GD

(CO4) 10

Shiksha Sanchar