



PRESIDENCY UNIVERSITY
BENGALURU

SCHOOL OF ENGINEERING

TEST 1

Sem & AY: Odd Sem. 2019-20

Date: 1.10.2019

Course Code: ENG 103

Time: 9:30AM to 10:30AM

Course Name: TECHNICAL WRITTEN COMMUNICATION

Max Marks: 30

Program & Sem: B. Tech (Physics Cycle) & I

Weightage: 15%

Instructions:

I. Answer all the Questions

Part A [Memory Recall Questions]

Answer all the Questions. Each Question carries one mark. (5Qx1M=5M)

1. Fill in the blanks (C.O NO.2) [Comprehension]

- a. _____ Network user must ensure that they have security in place.
- The
 - A
 - An
 - Zero article
- b. Researching _____ the most useful way to solve these power issues.
- are
 - s
 - was
 - were
- c. There _____ issues with achieving simultaneously delivery.
- been
 - have been
 - has been
 - were been
- d. It will _____ the high frequency component.
- Amplified
 - Amplifier
 - Amplify
 - Amplification

- e. _____ exists with long term forecasting.
- i. uncertainty
 - ii. uncertainty
 - iii. miscertainty
 - iv. decertainty

2. State whether the statement is True or False : (5Qx1M=5M)
- a. Every sentence has a main clause that contains a subject and a verb.
 - b. Adjectives should be used for description or emphasis.
 - c. Presentation and tone are not so important part of technical writing.
 - d. Technical writing should be ambiguous so the audience knows exactly what the writer intends.
 - e. The imperative voice is seldom used in technical communication, except when giving instructions about how to do something.

(C.O.NO.2) [Comprehension]

Part B [Thought Provoking Questions]

Answer all the Questions. Each question carries three marks. (4Qx3M=12M)

3. I witnessed _____ (a, an, the) accident today while coming to college. The boy lost his _____ (consciousness, the consciousness, a consciousness) right at the spot. Thankfully, there were _____ (more, little, some) helpful people to take him to the hospital right away.
- (C.O.NO.2) [Application]
4. My friend Umesh _____ (is, has, are) a brilliant student. He advised me that _____ (watched, watching, watchful) TV will harm my eyes. He _____ (has been being, had been being, was been being) a great advisor all my life.
- (C.O.NO.2) [Application]
5. They knelt _____ (before, in front, downwards) of the child who _____ (will, would, would be) one day rule their country, but one day the child fell down from a _____ (big, huge, great) height and died.
- (C.O.NO.2) [Knowledge]
6. _____ (On, In, At) the third day of the festival we watched him performing. We knew that he was the man _____ (who, which, whose) helped poor people to sustain their lives. However, we later found that the source of news was _____ (inreliable, dereliable, unreliable) (C.O.NO.2) [Knowledge]

Part C [Problem Solving Questions]

Answer the Question. The Question carries eight marks. (1Qx8M=8M)

7. Discuss presentation and tone in technical writing and explain elements of technical writing. (C.O.NO.1) [Application]



SCHOOL OF ENGINEERING

Semester: I

Course Code: ENG 103

Course Name: TECHNICAL Wr COMMUNICATION

Date: 1/10/19

Time: 9:30-10:30

Max Marks: 30

Weightage: 15

Extract of question distribution [outcome wise & level wise]

Q.NO	C.O.NO	Unit/Module Number/Unit /Module Title	Memory recall type [Marks allotted] Bloom's Levels			Thought provoking type [Marks allotted] Bloom's Levels			Problem Solving type [Marks allotted]			Total Marks
			K			C			A			
1	1	Grammar					L					5
2	2	Grammar					L					5
3	2	Grammar								M		3
4	2	Grammar								M		3
5	2	Grammar			K							3
6	2	Grammar			K							3
7	1	Technical writing								M		8
		Total Marks										30

K =Knowledge Level C = Comprehension Level, A = Application Level

Note: While setting all types of questions the general guideline is that about 60%

Of the questions must be such that even a below average students must be able to attempt, About 20% of the questions must be such that only above average students must be able to attempt and finally 20% of the questions must be such that only the bright students must be able to attempt.

I hereby certify that All the questions are set as per the above guide lines

Dr. Royal Shrivastava Sign [Signature]

Reviewers' Comments

The Question paper setter has followed the pattern

Annexure- II: Format of Answer Scheme



SCHOOL OF ENGINEERING

SOLUTION

Semester: I

Course Code: ENG 103

Course Name: TECHNICAL WRITTEN COMMUNICATION

Date: 1/10/19

Time: 9:30-10:30

Max Marks: 30

Weightage: 15

Part A

(Q x M = Marks)

Q No	Solution	Scheme of Marking	Max. Time required for each Question
1	A, is, have been, amplify, uncertainty.	5X1=5	5

Part B

(Q x M = Marks)

Q No	Solution	Scheme of Marking	Max. Time required for each Question
2	T,T,F,F,T	5x1=5	5

Part C

(Q x M = Marks)

	Solution	Scheme of Marking	Max. Time required for each Question
Q NO 3	An, consciousness, some	3X1=3	5
Q NO 4	Is, watching. Has been being	3X1=3	5
Q NO 5	In front, would, great	3X1=3	5

Q 6	NO	On, who, unreliable	3X1=3	5
Q 7	NO	Descriptive writing	8X1=8	5



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**PRESIDENCY UNIVERSITY
BENGALURU**

SCHOOL OF ENGINEERING

TEST – 2

Sem & AY: Odd Sem 2019-20

Course Code: ENG 103

Course Name: TECHNICAL WRITTEN COMMUNICATION

Program & Sem: B.Tech (Physics Cycle) & I

Date: 19.11.2019

Time: 9.30 AM to 10.30 AM

Max Marks: 30

Weightage: 15%

Instructions:

- (i) Read the question properly and answer accordingly.
- (ii) Question paper consists of 3 parts.

Part A [Memory Recall Questions]

Answer the Question. Each sub question carries one mark. (5Qx1M=5M)

1. Recognize suitable word from bracket. (C.O.NO.2) [Knowledge]
 - a. The network problem _____ (still continues/continues) in the building.
 - b. She broke her leg while performing _____ (at/on/in) the stage.
 - c. There is a meeting to _____ (discuss about/discuss) the complaints.
 - d. _____ (In nowadays/ Nowadays) people prefer online payments.
 - e. I will work on this project _____ (until/by) this Friday.

Part B [Thought Provoking Questions]

Answer all the Questions. Each Question carries five marks. (3Qx5M=15M)

2. Employ punctuation in the following paragraph (C.O.NO.2) [Application]

A friend of mine believes there are four qualifications for being a good pet owner (a) one must have enough time to give care and companionship to a pet (b) one should be willing to provide proper nutrition and health care for a pet (c) one should be able to offer adequate living space for the pet which includes a safe exercise and play area and (d) one should consider the life span of the animal and consider the long term commitment involved before taking on a pet.

3. Modify the following sentences into passive voice. (C.O.NO.2) [Application]

- a. We asked her to keep the secret.
- b. We employed a smart trick to solve the problem.
- c. My friend challenged me to win the race.
- d. The engineer also increased the safety.
- e. The teacher requested us to wait for some time.

4. Use suitable tense forms from brackets. (C.O.NO.2) [Application]

There was a competition _____ (hold/held) in our college. We _____ (had been preparing/had been prepared) for it since a long time. Finally, the day _____ (had come/ had been coming). All the participants were _____ (practicing/ practiced) their act for the last time. We _____ (enjoyed/had enjoyed) the evening.

Part C [Problem Solving Questions]

Answer the Question. The Question carry ten marks. (1Qx10M=10M)

5. Explain five steps to successful writing. (C.O.NO.1) [Comprehension]



SCHOOL OF ENGINEERING

Semester: 1

Course Code: ENG103

Course Name: TECHNICAL WRITTEN COMMUNICATION

Date: 19 November 2019

Time: 9.30 to 10.30 am

Max Marks: 30

Weightage: 15%

Extract of question distribution [outcome wise & level wise]

Q.NO	C.O.NO	Unit/Module Number/Unit /Module Title	Memory recall type [Marks allotted] Bloom's Levels			Thought provoking type [Marks allotted] Bloom's Levels			Problem Solving type [Marks allotted]			Total Marks
			K			C			A			
1	2	Grammar		M								5
2	2	Grammar								H		5
3	2	Grammar							M			5
4	2	Grammar						L				5
5	1	Technical Writing					M					10
	Total Marks											30

K = Knowledge Level C = Comprehension Level, A = Application Level

Note: While setting all types of questions the general guideline is that about 60% of the questions must be such that even a below average students must be able to attempt, About 20% of the questions must be such that only above average students must be able to attempt and finally 20% of the questions must be such that only the bright students must be able to attempt.

Annexure- II: Format of Answer Scheme



SCHOOL OF ENGINEERING

SOLUTION

Semester: 1

Course Code: ENG103

Course Name: TECHNICAL WRITTEN COMMUNICATION

Date: 19 November 2019

Time: 9.30 to 10.30 am

Max Marks: 30

Weightage: 15%

Part A

(5 x 1 = 5 Marks)

Q No	Solution	Scheme of Marking	Max. Time required for each Question
1	Continues, on, discuss, Nowadays, until	5x1=5	7 Minutes

Part B

(3 x 5 = 15 Marks)

Q No	Solution	Scheme of Marking	Max. Time required for each Question
2	A friend of mine believes there are four qualifications for being a good pet owner: (a) one must have enough time to give care and companionship to a pet; (b) one should be willing to provide proper nutrition and health care for a pet; (c) one should be able to offer adequate living space for the pet, which includes a safe exercise and play area; and (d) one should consider the life span of the animal and consider the long term commitment involved before taking on a pet.	5x1=5	12 Minutes
3	a. She was asked to keep the secret. b. A smart trick was employed to solve the problem. c. I was challenged by my friend to win the race. d. Safety was also increased by the engineer. e. We were requested by our teacher to wait for some time	5x1=5	12 Minutes
4	Held, had been preparing, had come, practicing, enjoyed	5x1=5	12 Minutes

Part C

(1 x 10 = 10 Marks)

Q No	Solution	Scheme of Marking	Max. Time required for each Question
5	1. Preparation 2. Research 3. Organization 4. Writing 5. Revision	Each point with explanation carries 2 marks	20 Minutes



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**PRESIDENCY UNIVERSITY
BENGALURU**

SCHOOL OF ENGINEERING

END TERM FINAL EXAMINATION

Semester: Odd Semester: 2019 - 20

Course Code: ENG 103

Course Name: Technical Written Communication

Program & Sem: B. Tech(Phy. Cycle), I Semester

Date: 02 JAN 2020

Time: 9.30-12.30 AM

Max Marks: 100

Weightage: 50%

Instructions:

- (i) Read all questions carefully and answer accordingly.
- (ii) All Questions are compulsory.

Part A [Memory Recall Questions]

Answer both the Questions. Each Question carries 05 marks. (2Qx5M=10M)

1. Label TRUE or FALSE the following sentences. (C. O. No.1, 3&4) [Knowledge]
- a. Memos convey meeting agendas, policies and short proposal.....
 - b. Letters can be used to make requests or inquiries.....
 - c. A memo includes memo head, date and signature.....
 - d. The purpose of inquiry letter is to gather information and answers to questions.....
 - e. A response letter is written to claim specific details.....

2. Match the following words with their meaning. (C.O. No.2) [Knowledge]

Sl. No.	Words	Meaning
A	Illusion	False
B	Illegal	false image
C	Biannual	prohibited by law
D	Imply	twice during the year
E	Pseudo	suggest it

Part B [Thought Provoking Questions]

Answer all the Questions. Each Question carries 10 marks. (5Qx10M=50M)

3. Modify the following sentences into passive voice. [5x2=10 M] (C.O.NO.2) [Comprehension]
- a) John painted the house last week.
 - b) People drink Champagne on New Year's Eve.
 - c) They renovated the restaurant in 2004.
 - d) The teachers informed the students that the class had been cancelled.
 - e) Chefs use these machines to mix the ingredients.

4. Orion Ltd has introduced a new software which is helpful in developing gadgets. Write an email to Orion@uk.in enquiring about the launch of the new software, available models and its price. Compose a response to this query as a customer service executive of Orion Ltd.

(C.O.NO.3) [Comprehension]

5. Write a Memo to your Manager complaining about the in disciplined behavior of your employees regarding Company's leave policy. As you discovered that many of the employees are availing leaves at the same time, recently which is effecting the progress of the company.

(C.O.NO.3)[Comprehension]

6. Write a Plain paragraph on Natural Disaster in 120-150 words.

(C.O.NO.4) [Comprehension]

7. Discuss positive effects of Technology that has infused in our world in 120-150 words.

(C.O.NO.4) [Comprehension]

Part C [Problem Solving Questions]

Answer both the Questions. Each Question carries 20 marks.

(2Qx20M=40M)

8. Make use of subject/verb agreement, tense, punctuation, articles and capitalization, and edit the bold words to frame grammatically correct sentences. [10x2=20 M] (C.O.NO.2) [Application]

- i. I will now compare **the** technology available in both **a** UK and Hong Kong
- ii. This was covered **at a length**
- iii. **Barrier** is formed in the middle of **the** channel and its height modulated.
- iv. They do have **the** basic understanding of **the** isolated connection.
- v. Many of the key **parameter shows** a general variation.
- vi. This means all the **member** of T1 **is** mapped to one member of T2.
- vii. We first **focus in** circuit-level solutions.
- viii. They could **water-read** this for obvious safety reasons.
- ix. .There **been issues** with achieving simultaneous deliver.
- x. Our eventual design goal for these projects **are** to create a user friendly system.

9. You are Mr. Nambiar, HR Manager of City International Chennai. You have to organize a tour to New Zealand for your employees. Write a letter to Tours Travels International, 66-Kandigai, Chennai-63, inquiring about their terms for foreign tours. Ask about transformation fare, boarding and lodging charges and mode of payment.

Now compose a letter answering to the query made by HR Manager of City International. You are Mr. Pandiyan Manager of Tours Travels International. [20M] (C.O.NO.3) [Comprehension]



SCHOOL OF ENGINEERING

END TERM FINAL EXAMINATION

Extract of question distribution [outcome wise & level wise]

Q.NO	C.O.NO (% age of CO)	Unit/Module Number/Unit /Module Title	Memory recall type [Marks allotted] Bloom's Levels	Thought provoking type [Marks allotted] Bloom's Levels	Problem Solving type [Marks allotted]	Total Marks
			K	C	A	
1	3	Letter Memo and Email	5			5
2	2	Misused Words	5			5
3	2	Style and Punctuation		10		10
4	3	Letter Memo and Email		10		10
5	3	Letter Memo and Email		10		10
6	4	Writing Plain Paragraphs		10		10
7	4	Writing Plain Paragraphs		10		10
8	3	Letter Memo and Email		20		20
9	2	Style and Punctuation			20	20
Total Marks			10	70	20	100

K =Knowledge Level C = Comprehension Level, A = Application Level

Note: While setting all types of questions the general guideline is that about 60%

Of the questions must be such that even a below average students must be able to attempt, About 20% of the questions must be such that only above average students must be able to attempt and finally 20% of the questions must be such that only the bright students must be able to attempt.

I hereby certify that all the questions are set as per the above guidelines.

Faculty Signature:

Reviewer Commend:

Format of Answer Scheme



SCHOOL OF ENGINEERING

SOLUTION

Semester: I Semester Odd Sem. 2019-20

Course Code: ENG 103

Course Name: Technical Written Communication

Program & Sem: B. Tech I Semester

Date: 02.01.2020

Time: 9.30 – 12.30

Max Marks: 100

Weightage: 50%

Part A

(2Q x 5M = 10Marks)

Q No	Solution	Scheme of Marking	Max. Time required for each Question
1	a. True b. True c. False d. True e. False	5x1=5	5 Minutes
2	a. False image b. Prohibited by law c. Twice during the year d. Suggest it e. False	5x1=5	5 Minutes

Part B

(5Qx10M = 50 Marks)

Q No	Solution	Scheme of Marking	Max. Time required for each Question
3	a. The house was painted last week. b. Champagne is drunk on New Year's Eve. c. The restaurant was renovated in 2004 d. The students were informed that the class had been cancelled. e. These machines are used to mix the ingredients.	5x2=10 Subject – 1 Mark Correct Tense – 1 Mark	10 Minutes
4	Email 1 To: orion@uk.in Subject: Launch of New software in UK / Enquiry Dear Customer Executive/Name, <ul style="list-style-type: none"> Clearly identify your subject and purpose (Congratulations for the launch of new software I would like to know the launch new software in UK and the following details ;) State your questions clearly and concisely A. Launch date of new software in UK 	Each TO address @ - 1 Mark Each subject – 1 Mark Each greeting/salutation – 1 Mark Each body – 2 Marks	15 Minutes

	<p>B. Possible/Available models C. Estimated price</p> <ul style="list-style-type: none"> • If possible, offer something in return. <p>We, eagerly waiting of the launch.</p> <ul style="list-style-type: none"> • Thank readers in advance for their response. <p>Thank you for your time and attention.</p> <ul style="list-style-type: none"> • Provide contact information (address, e-mail address, or phone number). <p>You can reach me out through my mobile number . . . and my gmail account is</p> <p>Email 2 To: customer service executive Re: Launch of new software in UK / Enquiry Dear Mr/s. . . .</p> <p>Thank the writer for the inquiry Thank you for your enquiry about new software!</p> <p>Answer any questions point by point. We are eagerly looking forward the launch of new software in UK and we understand that there are lot of customers who are interested in this new software.</p> <p>A. Not planned yet B. Not decided C. Will be decided later</p> <p>Offer more information Please do visit our website and watch a virtual tour of new software and if you have any more queries feel free to revert back.</p> <p>Provide contact information You can contact our agent in Mumbai, +91944.... for more details.</p>		
5	<p style="text-align: center;">Wipro Ltd- Mumbai</p> <p>Date: ---- To: Manager From: Name of employee Subject: Proposal for availing leaves</p> <p>I have enclosed a proposal to avail number leaves..</p> <ul style="list-style-type: none"> • Summarize the information being sent. <p style="text-align: center;">How it is stopping the Company's progress.</p> <ul style="list-style-type: none"> • Clearly state any action requested or required. <p>I hope that you will look into the proposal and do the needful.</p> <ul style="list-style-type: none"> • Provide contact information. <p>You may reach me out in this email id as well as my mobile number.....</p>	<p>Memo head – 1 mark Date – 1 mark To (single line) – 1 Mark From (single line) – 1 Mark Subject – 1 Mark Message – Introduction -1 Mark Body – 3 Mark Conclusion – 1 Mark</p>	15 Minutes
6	<p>Topic Sentences Introduce Natural disasters</p> <p>Point Sentences Discussion of difficulties</p> <p>Support Sentences Discussion of facts</p>	<p>Topic Sentence – 2 marks Point Sentences – 6 Marks Support sentences – 2 Marks</p>	30 Minutes
7	<p>Topic Sentences Introduce Technology that has infused in our daily lives</p> <p>Point Sentences Discussion of Positive effects</p>	<p>Topic Sentence – 2 marks Point Sentences – 3 Marks</p>	30 Minutes

	Analogy/simile/metaphor Examples of positive effects Support Sentences Discussion of facts	Analogy – 3 Marks Support sentences – 2 Marks	
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Part C

(2Q x 20M = 40Marks)

Q No	Solution	Scheme of Marking	Max. Time required for each Question
88	i. I will now compare a technology available in both the UK and Hong Kong ii. This was covered at length iii. A/The Barrier is formed in the middle of a channel and its height modulated. iv. They do have a basic understanding of an isolated connection. v. Many of the key parameters show a general variation. vi. This means all the members of T1 are mapped to one member of T2. vii. We first focus on circuit-level solutions. viii. They could water proof this for obvious safety reasons. ix. .There have been issues with achieving simultaneous deliver. x. Our eventual design goal for these projects is to create a user friendly system. xi.	10x2=20 – Solution should be followed strictly – Each correction carries 1 mark	30 Minutes
89	i. City International-Chennai 22 December 19 Mr. Pandiyan HR Manager Dear Mr.Pandiyan, <ul style="list-style-type: none"> • State the subject and purpose clearly and concisely • Inquire the details of package 	Each letter head/from address without name – 1 mark Each Date – 1 mark Each Inside address – 1 Mark Each Greeting/ Salutation – 1 Mark Message – Introduction -1 Mark Body – 3 Mark Conclusion – 1 Mark Each closing with signature – 1 Mark	40 Minutes

	<ul style="list-style-type: none"> • State what you would like the receiver to do to in his response • Thank your reader for his or her response to your request. • Provide contact information <p>You may feel free to contact</p> <p>Sincerely, Sign Mr. Nambiar HR Manager</p> <p>Tours and Travels –Chennai</p> <p>26 December 19</p> <p>Mr.Nambiar HR Manager City international</p> <p>Dear Mr. Nambiar</p> <p>Talk about the package offered by the company</p> <p>Show appreciation for his or her continued business with your company</p> <p>We appreciate your business with us.....</p> <ul style="list-style-type: none"> • Provide contact information. <p>If you have any more queries regarding please contact</p>		
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