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 **PRESIDENCY UNIVERSITY**

  **Bengaluru**

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| **End - Term Examinations – JANUARY 2025** |
| **Date:** 06 - 01 - 2025 **Time:** 01:00 pm – 04:00 pm |

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| **School:** SoE/SoCSE/ SoD | **Program:** B.Tech First Year/B.Des  |
| **Course Code :** ENG1002 | **Course Name :** Technical English |
| **Semester**: I | **Max Marks**: 100 | **Weightage**: 50% |

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| **CO - Levels** | **CO1** | **CO2** | **CO3** | **CO4** | **CO5** |
| **Marks** | **22** | **22** | **28** | **28** |  |

**Instructions:**

1. *Read all questions carefully and answer accordingly.*
2. *Do not write anything on the question paper other than roll number.*

**Part A**

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| **Answer ALL the Questions. Each question carries 2marks. 10 x 2 Marks=20 Marks** |
| **1** | **Identify the redundant words or phrases in the following sentences and write the correct sentences.**1. Please refer back to the previous chapter.
2. She entered into the room quietly.
 | **2 Marks** | **L1** | **CO1** |
| **2** | State how hand gestures can improve the effectiveness of a presentation. | **2 Marks** | **L1** | **CO2** |
| **3** | Trace the key features of a technical description. | **2 Marks** | **L1** | **CO3** |
| **4** | Define process writing approach. | **2 Marks** | **L1** | **CO3** |
| **5** | Describe the benefits of user manual. | **2 Marks** | **L1** | **CO3** |
| **6** | Tabulate the differences between verbal and non-verbal information. | **2 Marks** | **L1** | **CO3** |
| **7** | Describe the format of a formal email in English. | **2 Marks** | **L1** | **CO4** |
| **8** | Recall why persuasive and descriptive language is important in email writing. | **2 Marks** | **L1** | **CO4** |
| **9** | Outline the purpose of writing an abstract. | **2 Marks** | **L1** | **CO4** |
| **10** | List any four characteristics of a good report. | **2 Marks** | **L1** | **CO4** |

 **Part B**

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| **Answer the Questions Total 80 Marks.** |
| **11.** | **a.** | Explain why clarity and precision are prioritized in Technical English, and contrast this with the flexibility and creativity found in General English. | **20 Marks** | **L2** | **CO1** |
| **or** |
| **12.** | **a.** | Discuss how technical vocabulary helps ensure precision and clarity in professional and technical documents. Provide examples to support your argument. | **20 Marks** | **L2** | **CO1** |
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| **13.** | **a.** | Extrapolate the strategies that presenters should use to connect with diverse audiences effectively. | **20 Marks** | **L2** | **CO2** |
| **or** |
| **14.** | **a.** | Explain the key verbal and non-verbal communication skills that contribute to an effective presentation with suitable examples. | **20 Marks** | **L2** | **CO2** |

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| **15.** | **a.** | Imagine that you are a technical writer in a company that manufactures electronic products. Your company is going to introduce a new model mobile phone with highly advanced features. Write a Product Description for the product. | **20 Marks** | **L3** | **CO3** |
| **Or** |
| **16.** | **a.** | Different kind of products needs a user manual. A product can be a system, tool, device, an instrument, a piece of software or an app. Write a user manual and list out the components that can be included in a user manual, depending on the type of product. | **20 Marks** | **L3** | **CO3** |

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| **17.** | **a.** | Email etiquette plays a crucial role in effective professional communication. Discuss the importance of email etiquette, focusing on its impact on professionalism, clarity, and efficiency in workplace interactions. Imagine you have received a job opportunity at an MNC, and the company requires a reference letter from the university where you graduated. Draft an email to your Head of the Department requesting a reference letter for your employment in the MNC. | **20 Marks** | **L3** | **CO4** |
| **Or** |
| **18.** | **a.** | You work for the SOMA infrastructure developers as an Executive Engineer. The SOMA company asked you to pay a visit to the site of new hostel blocks under construction at Presidency University, Bangalore, to review the progress of the work there. After visiting the site and meeting the engineers of the company in charge of the project, your manager asked you to write a progress report to show how much progress has been made. (Note: Make sure that your progress report should contain all required points) | **20 Marks** | **L3** | **CO4** |

**\*\*\*\*\* BEST WISHES \*\*\*\*\***