



Makeup Exam
CSE235.docx

Roll No

**PRESIDENCY UNIVERSITY
BENGALURU**

SCHOOL OF ENGINEERING

MAKE-UP EXAMINATION - JAN 2023

Course Code: ENG103

Course Name: Technical Written Communication

Program: B. Tech

Date: 25 January 2023

Time: 09:30am to 12:30pm

Max Marks: 100

Weightage: 50%

Instructions:

(i) *All questions are compulsory*

(ii) *The question paper consists 7 questions divided into three sections – A, B, and C*

Part A

Answer all the Questions. Each question carries 2 marks.

(10Qx2M=20)

1. Fill in the blanks

(C.O.No.3) [Knowledge]

- A large home and a sizeable bank account ___ his aim in life. (is, are, were, will)
- She chose Yates and ___ for the task. (myself, I, me, himself)
- When I come home at night, she ___ reading newspaper. (will be, are, is, were)
- I was angry ___ the results. (at, with, of, by)
- Ethics ___ important. (is, are, were, will)

2. Transform the following sentences into indirect speech

(C.O.No.3) [Knowledge]

- He said, 'I have *passed* the examination.'
- 'I know her address,' said Gopi.
- She said to him, 'I don't believe you.'
- He said to me, 'What are you doing?'
- Rama said to Arjun, 'Go away.'

Part B

Answer all the Questions. Each question carries TEN marks.

(4Qx10M=40)

3. As the Sales Director of CK Publishers Bangalore, draft a sales letter to supermarkets selling them your 3 newly launched books: 1. Student diary 2. Personality skills 3. Soft skills

(C.O.No.1&2) [Comprehension]

4. You are the manager of Cambridge Techno School Bangalore, write a claim letter to the General Manager of Prestige Electronics, Hosur Road, Bangalore, informing him that most of the contents of the table fan which had been ordered from their firm have reached in a damaged condition. Demand an immediate replacement. Invent necessary details. (C.O.No.1&2) [Comprehension]
5. You are Ms. Chandrika, you recently travelled by Ola and the driver misbehaved with you. Write an email to the Costumer Executive explaining your bitter experience.
6. As the Costumer Executive of Ola write a reply to Ms. Chandrika apologizing for the incident and assuring that necessary action will be taken. (C.O.No.1&2) [Comprehension]

Part C

Answer all the Questions. Each question carries TWENTY marks.

(2Qx20M=40)

7. Consider yourself to be the Secretary in attendance at the fifth meeting of the Board of Directors of Lions Club, Bangalore. The meeting was held on 17th Jan 2023. Draft a notice along with the agenda for the meeting arranging the items given below in suitable order and write the minutes of the meeting.
- President's report
 - Vocational programs
 - Allotment of commercial spaces
 - Minutes of the last meeting
 - Any other matter
 - Picnic
- (C.O.No.4) [Application]
8. The Karnataka State Council for Science and Technology (RCST) has been playing a significant role in promoting the use of science and technology for the process of development in the state, especially in the rural areas. The table given below shows the percentage distribution of expenditure incurred by this Council for the years 2019-22.

Table showing percentage distribution of expenditure.

Sl. No.	Items	2019-20	2020-21	2021-22
1	Building and Equipment	23.3	0.7	0.8
2	Secretariat and Travel	3.7	8.3	6.3
3	Development programs	36.3	50.4	48.4
4	Major projects	36.7	40.6	44.5
	Total	100	100	100

As secretary of this council, analyze this data and write an analytical report to be submitted to the Chairman, RCST, Karnataka. Wherever necessary use illustrations to support your analysis. Invent necessary details. (C.O.No.4) [Application]