

Roll No



**PRESIDENCY UNIVERSITY
BENGALURU**

**SCHOOL OF INFORMATION SCIENCE
END TERM EXAMINATION - JUN 2023**

Semester : Semester II - 2022

Course Code : ENG2005

Course Name : Sem II - ENG1005 - Technical Written Communication

Program : BCA,BCG,BSD&BSM

Date : 9-JUN-2023

Time : 1.00PM - 4.00PM

Max Marks : 100

Weightage : 50%

Instructions:

- (i) Read all questions carefully and answer accordingly.*
- (ii) Question paper consists of 3 parts.*
- (iii) Scientific and non-programmable calculator are permitted.*
- (iv) Do not write any information on the question paper other than Roll Number.*

PART A

ANSWER ALL THE QUESTIONS

(10 X 2 = 20M)

1. How do you make infographics visually appealing?
(CO1) [Knowledge]
2. What is an Oxford comma?
(CO2) [Knowledge]
3. Why is it important to consider the audience while designing infographics?
(CO2) [Knowledge]
4. Describe any two types of cover letters.
(CO2) [Knowledge]
5. Define any two types of process mapping.
(CO1) [Knowledge]
6. Mention two benefits of user manuals.
(CO2) [Knowledge]
7. What is a resume? What purpose does it serve?
(CO1) [Knowledge]
8. What are the steps that you can follow to make sure that your abstract is clear and concise?
(CO1) [Knowledge]
9. What is the meaning of the term "analogue" in the context of ICT Vocabulary?
(CO2) [Knowledge]

10. Explain the importance of creating an outline before designing the infographic.

(CO1) [Knowledge]

PART B

ANSWER ALL THE QUESTIONS

(5 X 10 = 50M)

11. Write an inter office memo informing your colleagues about your Manager's retirement and inform them about the felicitation ceremony organised for the manager.

(CO4) [Comprehension]

12. State and explain the steps involved in designing process maps

(CO3) [Comprehension]

13. Write an E Mail to the Corporator of your city, complaining about the poor roads in your locality.

(CO3) [Comprehension]

14. Create a summary map on the concept of Global Warming.

(CO4) [Comprehension]

15. List and describe the steps involved in writing a cover letter.

(CO4) [Comprehension]

PART C

ANSWER ALL THE QUESTIONS

(2 X 15 = 30M)

16. As a member of your college's cultural committee, create a brochure for the upcoming cultural fest. Include event information and relevant graphics.

(CO5) [Application]

17. HP Bangalore requires Software Development Engineers:Eligibility

- Bachelor/ Master in computer science or related subject.
- Strong coursework in software development, systems engineering, software product management, or electrical engineering
- Ability to solve technical problems in a fast-paced product development environment.

Write a Resume along with a Cover Letter to apply for the position.

(CO5) [Application]