PRESIDENCY UNIVERSITY
BENGALURU

SCHOOL OF INFORMATION SCIENCE
MID TERM EXAMINATION - APR 2023

Semester : Semester II - 2022   **Date :** 13-APR-2023
Course Code : ENG2005   **Time :** 9.30AM - 11.00AM
Course Name : Sem II – ENG2005 - Technical Written Communication   **Max Marks :** 50
Program : BCA,BCG,BSD&BSM   **Weightage :** 25%

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 TEN QUESTIONS   10 X 1=10M

1. _____ is a software package that sits between your computer and your Internet connection, keeping an eye on the traffic going to and fro.
a) Applet
b) Firewall
c) Flame
d) Feedback

(CO1) [Knowledge]

2. _____is a general term used to describe a high-speed connection to the Internet.
a) Blog
b) Branching
c) Broadband
d) Bug

(CO1) [Knowledge]

3. In compound sentences, commas are used to separate two or more_____.
a) independent clauses
b) dependent clauses
c) phrases
d) lists

(CO1) [Knowledge]

4. _____ enclose information and separate it from the main idea of the sentence or paragraph.
   a) Parentheses
   b) Quotation marks
   c) Semicolons
   d) Ellipses

(CO1) [Knowledge]

5. The _____ describes the mechanism's overall appearance.
   a) overview
   b) bird's eye view
   c) summary
   d) paraphrase

(CO1) [Knowledge]

6. Descriptions can be categorised into instructional process and _____.
   a) verbal
   b) non verbal
   c) non instructional
   d) none of the above

(CO1) [Knowledge]

7. _____ are steps that can be performed in practically any order.
   a) Variable-order steps
   b) Lateral steps
   c) Logical steps
   d) Semi logical steps

(CO1) [Knowledge]

8. _____ are steps that must be performed in the order presented.
   a) Easy steps
   b) Difficult steps
   c) Fixed-order steps
   d) Crooked steps

(CO1) [Knowledge]

9. If you are looking for a particular feature, you are most likely to find it in the _____ of the product.
   a) brochure
   b) leaflet
   c) user manual
   d) description

(CO1) [Knowledge]

10. The _____ have to clearly convey how to use a particular piece of equipment or follow a specific procedure.
    a) descriptions
    b) instructions
    c) process descriptions
    d) explanations

(CO1) [Knowledge]

PART B

ANSWER ALL THE FOUR QUESTIONS   **4 X 5 = 20M**

11. The following paragraph contains errors in punctuation. Correct the paragraph by adding periods, commas, semicolons, colons, and apostrophes as needed. There may be more than one way to correct the paragraph.

Allow me to introduce myself in my previous position I was known as the King of Sales. I hope to earn the same title within your company My name is Frances Fortune I have thirteen years experience in corporate sales and account management I have been the top rated seller for two years in a row in my previous position. Clients recognize me as dependable honest and resourceful. I have a strong work ethic and great interpersonal skills. I excel at goal setting and time management However you don't have to take my word for it I will be happy to provide personal and professional references upon request. Youre welcome to contact my previous employer to inquire about my work performance. I look forward to speaking with you in person in the near future.

(CO2) [Comprehension]

12. What are the two important criteria to be considered, before any Technical Writing.

(CO2) [Comprehension]

13. What is a PERIOD in punctuation? List its uses with examples.

(CO2) [Comprehension]

14. Define the term 'VIRUS' in the context of ICT.

(CO1) [Comprehension]

PART C

ANSWER ALL THE TWO QUESTIONS   2 X 10 = 20M

15. Design a user manual for a Mixer Grinder.

(CO3) [Application]

16. Give instructions to
   a. open a savings bank account
   b. Withdraw money from ATM.

(CO3) [Application]