



PRESIDENCY UNIVERSITY, BENGALURU
SCHOOL OF ENGINEERING

Max Marks: 30

Max Time: 55 Mins

Weightage: 15 %

Set A

TEST 3

II Semester 2016-2017

Course: ENG A 102 Technical Report Writing

18 April 2017

Instructions:

- i. Write legibly
- ii. Scientific and non-programmable calculators are permitted

Part A

(5 Q x 2 M= 10 Marks)

- 1 What is 'backward order'?
- 2 How does *Fronstispiece* attract readers?
- 3 Write the full form & meaning of the following foreign words:
 - i. e.g.
 - ii. cf.
- 4 Give definition of Jargon which is mentioned in the Oxford Advanced Learner's Dictionary?
- 5 What are the elements of "Front Matter" of a report?

Part B

(2 Q x 5 M= 10 Marks)

- 6 Write a short note on 'Forwarding Letter'.
- 7 Write a précis on the following paragraph, after adding a suitable Title:

Prevention is better than cure. It is recognized that the only way to get rid of malaria completely is to get rid of the mosquitoes which cause it. Malaria is always associated with damp and marshy land. This is not because the land is damp, but because the static water is the breeding place of the mosquitoes which begin their life as a larva in the water. Malaria does not frequently occur in dry desert countries because mosquitoes cannot breed there. The only way to destroy mosquitoes is to prevent their breeding in static water. This can be done by draining all ponds and pools. And by keeping them covered in the breeding season with a film of kerosene oil which by depriving the larva of air, kills them. (130 words)

Part C

(1 Q x 10 M= 10 Marks)

- 8 The Managing Director of Deccan Herald, Bangalore-56001, wishes to have a report on advertisement coverage in Deccan Herald and Times of India on the basis of data given below:

DECCAN HERALD

Day & Date	No of pgs	News Sq. in	Adv Sq. in
10.3.17	14	1820	2825
11.3.17	16	2053	3291
12.3.17	17	1881	2027
13.3.13	12	1972	2700

101

Day & Date	No of pgs	News Sq. in	Adv Sq. in
10.3.17	14	1690	2792
11.3.17	16	2120	3371
12.3.17	17	1700	1972
13.3.13	12	1800	2600

Write this report inventing the necessary details. Write only Introduction, Discussion/Description, Conclusion & Recommendation.



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TEST 2

II Semester 2016-2017 Course: ENG A 102 Technical Report Writing

21 March 2017

Instructions:

- i. Write legibly
- ii. Scientific and non-programmable calculators are permitted

Part A

(4 Q x 2 M= 08 Marks)

1. Write a short note on 'plainness' as element of style
2. How do you think that the intrinsic value helps in writing a report?
3. Provide the Full forms & Meaning of the following foreign short-forms:
 - a) et al
 - b) op. cit
4. Define 'cliches' with appropriate examples.

Part B

(3 Q x 4 M= 12 Marks)

5. Write an Inventory Report of the classroom you are sitting and writing the TRW Paper for Test-II. Invent the necessary details.
6. Explain the concept of 'Email- Questionnaire'.
7. How does the scientific attitude help in developing an effective style for report writing?

Part C

(1 Q x 10 M= 10 Marks)

8. Calculate the Fog Index for the following passage:

Opinions differ on the right time to get an MBA. The work experience will help one appreciate the true value of the MBA. It will help one understand the context from the past, and apply it effectively in the future. Getting an MBA right after graduation has the advantage of continuity of education. It avoids the risk of being unable to pursue an MBA after work experience, due to personal or professional situations. I suggest getting an MBA after work experience. Getting an MBA soon after graduation will make it a theoretical exercise. Many high impact topics such as 'Mergers and Acquisitions' or 'Earnings per Share growth' mean little to fresh graduates. However, such topics arm students having work experience with new learning that can be applied effectively in the future.



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TEST I

II Semester 2016-2017

Course: **ENG A 102 Technical Report
Writing**

21 February 2017

Instructions:

- i. Write legibly
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Part A

(04 Q x 2 M= 08 Marks)

1. What are the two important-steps of collecting data before the preparation of any Report?
2. What are inventory reports?
3. Write a short note on Personal observation
4. Define 'representative sample'.

Part B

(03Q x 4 M= 12 Marks)

5. Explain how Library source helps in collecting data for a report writer?
6. Differentiate between Informational & Interpretive Reports with appropriate examples.
7. How a reporter always writes with an audience in mind?

Part C

(01 Q x 10 M= 10 Marks)

8. Discuss the various steps involved in collecting relevant data, before preparing any Report?



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Set B

TEST 3

II Semester 2016-2017

Course: ENG A 101 Technical Report Writing

18 April 2017

Instructions:

- i. Write legibly
- ii. Scientific and non-programmable calculators are permitted

Part A

(5 Q x 2 M= 10 Marks)

- 1 What do you understand by the Term "Appendix or Appendices".
- 2 What is a conciseness? How it saves the time of the reporter?
- 3 Define -Illustration.
- 4 Discuss four methods of abridging sentences with suitable example from each.
- 5 How is 'Letter of Transmittal' similar to 'Preface'?

Part B

(2 Q x 5 M= 10 Marks)

- 6 Differentiate abstract and summary.
- 7 Write a précis on the following paragraph, after adding a suitable Title:

..... A drop of water fell out of the cloud into the sea, and finding itself lost in such an immensity of fluid matter, broke out into the following reflection: 'Alas! What an inconsiderable creature am I in this prodigious ocean of waters: My existence is of no concern in the universe; 'I am reduced to a kind of nothing, and am the least of the works of God'. It so happened that an oyster which lay in the neighborhood of this drop chanced to gape and swallow it up in the midst of this his soliloquy. The drop, say the fables, lay a great while hardening in the shell, until by degrees it was ripened into a pearl, falling into the hands of a diver, after a long series of adventures, is at present that famous pearl which is fixed on the top of the Persian diadem. [No of words = 147]

Part C

(1 Q x 10 M= 10 Marks)

- 8 'Smoking among the youth in India is on the rise. Studies have consistently shown that smoking leads to various ailments. Consequently, it is a major public health concern.'

You as a student of B.Tech-1st Yr., have been asked by the Dean of your School of Engineering (SoE) to suggest measures to reduce this problem after carefully studying the extent of smoking, reasons behind it, awareness about the short-and long term effects and attitudes of your classmates/batch mates (both boys and girls) towards this practice. As such, you have made a survey of your 200 smoker classmates/ batch mates (hypothetical, to save your time), and compiled the data in the following Table:

Age-Group	Smokers (both boys and girls)	Reasons-Adventure	Reasons-To be branded as 'modern/stylish'	Awareness about short/long Term effect	Plan to "Quit" this bad-habit in future
18-19	55	89	21	04	79
20-21	45	22	23	37	63
22-23	77	11	16	69	28
24 onwards	23	07	13	90	30

Based on the above mentioned data, prepare the 'Main Body of the Report" (Introduction, Discussion and Description, Conclusion, Recommendation) Invent the necessary details.



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TEST 2

II Semester 2016-2017

Course: ENG A 101 Technical Report Writing

21 March 2017

Instructions:

- i. Write legibly
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Part A

(4 Q x 2 M= 08 Marks)

1. How should you attain "Mathematical plainness" in writing any standard report?
2. Define Style. Quote any two definitions of style as provided by eminent scholars.
3. Provide the Full forms & Meaning of the following foreign short-forms:
 - a) viz.
 - b) ibid
4. What is source card?

Part B

(3Q x 4 M= 12 Marks)

5. What are the qualities of a well-written paragraph?
6. Write an Annual Confidential Report on Ms. Y.S Rangulakshmi; Section Supervisor, Karnataka Horticulture Department, Belgaum, Karnataka-590001. Invent the necessary details. Describe in detail the five routine Reports with examples.

Part C

(1 Q x 10 M= 10 Marks)

8. Prepare Fog Index or the Readability formula of the following Paragraph?

In our daily lives, we find innumerable examples of people who work purely for the joy of doing so. A traffic constable who created a dance of hand -signals and movements signaling his joy in an otherwise thankless job. The dosa- stall, where people gather to watch this man create masterpieces with batter, each spoonful a practiced move. A child scribbling with crayons with not a care whether he is the next Picasso. The scientist who engages and pursues an idea for the sheer joy of discovery, a mathematician immersed in unlocking the puzzle of a complex problem even when there is no prize or worldly recognition. Enjoy the journey, for what it is.



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TEST 1

II Semester 2016-2017

Course: ENG A 102 Technical Report
Writing

21 February 2017

Instructions:

- i. Write legibly
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Part A

(4 Q x 2 M= 08 Marks)

1. Define 'Terms of Reference' and its advantages briefly.
2. Write two importance of reports.
3. Write a short note on: Internet as a source of collecting data
4. Differentiate between Inspection & Inventory Report

Part B

(3Q x 4M= 12 Marks)

5. Informational Reports are objective in nature but Interpretative Reports are a bit subjective. Elucidate.
6. Describe in detail, the advantages & characteristics of Progress Reports.
7. What prompt the organizations for maintaining reports?

Part C

(1Q x 10 M= 10 Marks)

8. As a reporting authority for auditing, prepare an Inspection Report/checklist of PU Workshop Lab. Invent the necessary details.