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# PRESIDENCY UNIVERSITY BENGALURU

# SCHOOL OF DESIGN AND SCHOOL OF INFORMATON SCIENCE

**MAKE UP EXAMINATION – JULY 2024**

**Semester:** Semester II

**Course Code:** ENG2005

**Course Name:** Technical Written Communication

**Program:** BCA/BSM

**Date:** 03July, 2024

**Time:** 9.30AM – 12.30PM

## Max Mark: 100

**Weightage:** 50%

## Instructions:

1. *Read all questions carefully and answer accordingly.*
2. *Question paper consists of 3 parts.*
3. *Scientific and non-programmable calculator are permitted.*
4. *Do not write any information on the question paper other than Roll Number.*

**PART A**

**ANSWER ANY 10 QUESTIONS 10Q X 2M=20M**

1. Define Cursor. CO 1: Comprehension
2. Fill in the correct punctuation in the given sentence.

Teacher asked me to bring note books pencils sketch pens and scale CO1: Comprehension

1. Write two uses of User Manuals CO2: Comprehension
2. What is a user manual? What is its purpose? CO2: Comprehension
3. Define Technical Description? CO2: Comprehension
4. What is an infographic? CO3: Comprehension
5. Where are infographics used today? CO3: Comprehension
6. What is process mapping? CO4: Comprehension
7. What is a cover letter? Why is it important to write one when applying for a job?

CO4: Comprehension

1. Discuss any two advantages and disadvantages of email. CO4: Comprehension
2. What is a resume? What purpose does it serve? CO4: Comprehension
3. Mention two important differences between Resume and Curriculum Vitae.

CO4: Comprehension

**PART B**

**ANSWER ANY 4 QUESTIONS 4Q X 10M=40M**

1. List and explain the steps involved in designing infographics. CO3: Comprehension
2. Write an E Mail to the Corporator complaining about the poor roads in your locality.

CO3: Comprehension

1. Write a summary map on Global Warming. CO3: Comprehension
2. Write an Office Memo, stating the importance of Independence Day, and invite them to attend the flag hoisting ceremony. CO4: Comprehension
3. Explain the process of writing a cover letter. CO4: Comprehension
4. List and Describe the steps involved in writing an abstract. CO4: Comprehension

**PART C**

**ANSWER ANY 2 QUESTIONS 2Q X 20M=40M**

1. You are the student coordinator of your college sports committee. Design a brochure with graphics to support the information about the sport events being organized by the sports committee.

CO3: Application

**20**. WIPRO Noida requires DATA Engineers.

Job Description

• Strong hands-on experience on PL/SQL

• Experience with Java/Python/any other OO programming language

• Any graduate with good skills may apply Personnel Manager, WIPRO

**Write a Cover letter and Resume.** CO4: Application

**21**. HP Bangalore requires Software Development Engineer

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.

**Interested candidates apply to Senior Manager, HR with your Cover Letter and Resume.**

CO4: Application