



ROLL NO:

PRESIDENCY UNIVERSITY, BENGALURU
SCHOOL OF ENGINEERING

Weightage: 20 %

Max Marks: 40

Max Time: 1 hr.

Monday, 24th September, 2018

TEST – 1

Odd Semester 2018-19

Course: **ENG 103 Technical Written
Communication (TWC)**

I Sem. Physics Cycle

Instruction:

- (i) Read the question properly and answer accordingly.
- (ii) Question paper consists of 3 parts.

Part A

(3 Q x 4 M = 12 Marks)

Answer any **THREE** questions.

1. According to Greg Satell which skill of Churchill made him so effective and how?
2. When Larry Page wrote, "THESE ADS SUCK," why it was seen as a call to action at Google?
3. How does General Communication differentiate from Technical Communication?
4. Explain Communication Environment with the help of communication cycle.

Part B

(2 Q x 8 M = 16 Marks)

5. "Talent hits a target no one else can hit; Genius hits a target no one else can see."
Explain.
6. What are the various levels at which human communication takes place?

Part C

(1Q x 12 M = 12 Marks)

Answer any **ONE** of the following.

7. Why Greg Satell calls this epoch as a Communication age instead of an Information age?
8. If we classify barriers to communication according to the processes of message formation and delivery, we can identify three types; Interpersonal, Intrapersonal and Organizational. Explain all the common causes or reasons that lead to intrapersonal and interpersonal communication.



**PRESIDENCY UNIVERSITY,
BENGALURU**

SCHOOL OF ENGINEERING

TEST 2

Odd Semester: 2018-19

Date: 27 November 2018

Course Code: ENG103

Time: 1 Hour

Course Name: Technical Written communication

Max Marks: 40

Branch & Sem: Physics Cycle – I Sem

Weightage: 20%

Instructions:

- (i) *Read the question properly and answer accordingly.*
 (ii) *Question paper consists of 3 parts.*

Part A

Answer the following questions.

(5Q=12 Marks)

1. Fill in the blanks. (3x1=3)

- a. Either of the boys ___ acceptable to do the errands. (are, is, was, am, will)
 b. Every player brought ___ uniform. (its, his, their, were)
 c. He will not do the work _____ I give the order. (until, except, unless, then)

2. Correct the following sentences if is wrong. (3x1=3)

- a. Bob's brother he took the care home.
 b. A trio of boys were scheduled to sing.
 c. Father objected to Mary singing.

3. According to Bacon, what do studies serve? (2)

4. What is the purpose of reading according to Bacon? (2)

5. How does Bacon classify books? (2)

Part B

Answer **all** the Questions. **Each** question carries **eight** marks. (2x8=16)

6. What are the tips for writing effective emails?

7. Your office requires a new printer with the option for scanning. Write an email to a supplier, asking for a quotation for their latest models.

Part C

Answer the following questions (1Q=12Marks)

8. Read the following passage carefully and answer the questions.

It's far from fantastic India's framework on discouraging its use is in disarray

As a major producer of plastic waste that ends up in the oceans, India is arguably the best place to host World Environment Day. Union Environment Minister Harsh Vardhan has said the government means

business, and the UN theme, “Beat Plastic Pollution”, will not remain an empty slogan. His claim would have inspired greater confidence had India taken its own rules on waste management seriously. Both the Solid Waste Management Rules and the Plastic Waste Management Rules of 2016, which built on previous regulations, mostly remain on paper. State governments have simply not given them the necessary momentum, and the producers of plastic articles that are invariably used just for a few minutes have shown little concern about their negative environmental impact. The Centre’s somewhat liberal estimate shows over 60% of about 25,000 tonnes of plastic waste generated daily is collected. That essentially means a staggering 10,000 tonnes of trash is being released into the environment, a lot of it going into the sea. Also, not every piece of plastic collected by the system is scientifically processed. It is no surprise, therefore, that the Ganga-Brahmaputra-Meghna river system is on the UN map of 10 rivers worldwide that collectively carry the bulk of the plastic waste into the oceans. The effects are evident: they threaten marine life and the well-being of people, as microplastics are now found even in drinking water.

In their response to the crisis, communities and environmentally minded individuals are ahead of governments and municipal authorities. They segregate waste, compost at home, conduct “plastic free” social events and help recover materials that would otherwise just be dumped in the suburbs and wetlands. But, valuable as they are, voluntary efforts cannot achieve what systemic reform can. It is the Centre’s responsibility to ensure that the Environment (Protection) Act, the overarching law that enables anti-pollution rules to be issued, is implemented in letter and spirit. Ideally, regulation should help stop the manufacture of single-use plastic articles such as carry bags and cutlery, and encourage the use of biodegradable materials. There is a challenge here, though. The provisions of the Plastic Waste Management Rules require manufacturers of compostable bags to get a certificate from the Central Pollution Control Board, but this has not stopped counterfeit products from entering the market. Local bodies mandated under rules to ensure segregation, collection and transfer of waste to registered recyclers have spectacularly failed to fulfil their responsibilities. The State Level Monitoring Committees provided for under the rules have not been made accountable. The waste management framework is dysfunctional, and Mr. Vardhan’s assertions on beating plastic pollution alone will not inspire confidence. India and the world face a plastics crisis. Solving it will take more than slogans.

- a. What is the passage trying to tell you? 2 Marks
- b. What is the primary purpose of the author? 2 Marks
- c. Write the summary of the passage? 2 Marks
- d. What are the statements the author would agree? 2 Marks
- e. Every piece of plastic collected by the system is scientifically processed. TRUE or FALSE 1 Mark
- f. The Solid Waste Management Rules and the _____ of 2016, which built on previous regulations, mostly remain on paper. 1 Mark
 - a. Solid Waste Management Rules
 - b. Waste Management Rules
 - c. Solid Management Rules
 - d. Plastic Waste Management Rules
- g. Which rivers include on UN map of 10 rivers worldwide that collectively carry the bulk of the plastic waste into the oceans. 1 Mark
 - a. Ganga – Brahmaputra – Kaveri
 - b. Kaveri – Ganga – Meghna
 - c. Ganga – Brahmaputra – Megna
 - d. Kaveri – Bhrahmaputra – Megnna
- h. What was the slogan of World Environment Day? 1 Mark
 - a. Beat Plastic Waste
 - b. Beat Plastic
 - c. Beat Plastic Pollution
 - d. Beat Pollution



Roll No.

**PRESIDENCY UNIVERSITY
BENGALURU**

SCHOOL OF ENGINEERING

SET A

END TERM FINAL EXAMINATION

Odd Semester: 2018-19

Course Code: ENG 103

Course Name: Technical Written Communication

Programme & Sem: B.Tech (Physics Cycle) & I Sem

Date: 07 January 2019

Time: 2 Hours

Max Marks: 80

Weightage: 40%

Instructions:

- (i) **Write legibly**
- (ii) **Read the questions carefully and answer**
- (iii) **All questions are compulsory**

Part A

Answer **all** the Questions. **Each** question carries **two** marks.

(6Q=20M)

1. Change into indirect speech :

- i) Then said the wolf to the fox , "Now either yield thyself as vanquished , or else certainly I will kill thee." (2 M)
 - ii) "So help me , Heaven! "He cried , "I will never steal again". (2 M)
 - iii) "Are you angry,my friends,"said the king, "because you have lost your leader ?I am your King ;I will be your leader". (2 M)
 - iv) But the sea-god cried , "Do not be afraid , noble Prince: I have taken pity on you and will help you " (2 M)
 - v) The Prince said,"It gives me great pleasure to be here this evening." (2 M)
2. Write a short note on progress report? (2 M)
3. What are Salutation and Complimentary closing? (2 M)
4. Write a short note on feasibility report? (2 M)
5. What is the difference between abstract and summary? (2 M)
6. What is copyright notice? (2 M)

Part B

Answer **all** the Questions. **Each** question carries **six** marks.

(5Qx6M=30)

7. Draft a sales letter to be sent to all universities to promote the sale of a new book on the working of democracy in India that your firm has just published.

8. As the Purchase officer of an organization you had ordered 12 dozen bed sheets after examining the samples sent by the whole saler. When the consignment arrived, you find neither in texture nor in shades do the sheets conform to the samples you had approved. Write a claim letter demanding replacement.
9. What are the types of Reports. Explain
10. What are the prefatory parts of a manuscript report?
11. What are the difference between Oral and Written Reports?

Part C

Answer **both** the Questions. **Each** question carries **fifteen** marks. (2Qx15M=30)

12. At a meeting of the staff council of a University, Bangalore, the following business was transacted: minutes of the last meeting, introduction of the tutorial system, special classes for weaker students, better facilities for sports, organization of community lunch and entertainment, any other matter. You are the Secretary of the Council, write the agenda and minutes of the meeting. Invent the necessary details.
13. The Deputy Registrar, Presidency University, Bengaluru, wishes to know whether the canteen/ Food-joints within the University campus are providing hygienic food. For collecting the relevant data, 150 students (hypothetical, to save your time) were interviewed at random. The results of the survey are given below in the tabulated form:

Table showing % response to the question: "Do you think hygienic food is being served by the canteen/ Food-joints situated within the campus of Presidency University, Bengaluru-560064?"

Schools	Yes	No	Don't know
School of Engineering	43.5	38.0	18.5
School of Law	64.2	29.0	6.5
School of Management	54.5	44.0	1.5

Now, as a student of B.Tech I-Sem., write a Report to be submitted to the Deputy Registrar, Presidency University, Bengaluru, to enable him to take necessary decision in this regard. Invent the necessary details.



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**PRESIDENCY UNIVERSITY
BENGALURU**

SCHOOL OF ENGINEERING

SET B

END TERM FINAL EXAMINATION

Odd Semester: 2018-19

Date: 07 January 2019

Course Code: ENG 103

Time: 2 Hours

Course Name: Technical Written Communication

Max Marks: 80

Programme & Sem: B.Tech (Physics Cycle) & I Sem

Weightage: 40%

Instructions:

- (i) ***Write legibly***
- (ii) ***Read the questions carefully and answer***
- (iii) ***All questions are compulsory***

Part A

Answer **all** the Questions. **Each** question carries **two** marks.

(6Q=20M)

1. Transform the following direct speech sentences into indirect speech.
 - i) He said, 'We are all sinners.' (2 M)
 - ii) He said, 'Let us wait for the award.' (2 M)
 - iii) 'So help me, Heaven! He cried, 'I will never steal again.' (2 M)
 - iv) 'Are you angry, my friends,' said the king, because you have lost your leader? I am your king; I will be your leader.' (2 M)
 - v) 'Call no man happy,' was the reply of the philosopher, 'until he has ended his life in a fitting manner.' (2 M)
2. What is a frontispiece? (2 M)
3. What are Salutation and Complimentary close? (2 M)
4. What are the categories of reports on the basis of "length?" (2 M)
5. What is the difference between the categories of individual and group reports? (2 M)
6. Write a short note on feasibility report. (2 M)

Part B

Answer **all** the Questions. **Each** question carries **six** marks.

(5Qx6M=30)

7. You are Prakash/Preetha of #56, Rajaji Nagar, Bangalore. You bought a new Whirlpool Air Conditioner Reliance Digital, Gopalan Signature Mall, Old Madras Road, Bangalore last week. Now you find that the machine makes an unbearable noise and unbearable ordure. Write a letter to the dealer complaining about the same and requesting him to change the machine as early as possible. (6 M)
8. Realizing the huge demand of online gaming services in India, WebXR Developers have recently started their creations. You, as the publicity manager of this company have the onus of promoting this service. Draft a sales letter to be sent to the prospective users. (6 M)

9. What are the types of reports? Explain. (6 M)
10. Explain standard elements of letter writing. (6 M)
11. What are the difference between oral and written reports? (6 M)

Part C

Answer **both** the Questions. **Each** question carries **fifteen** marks. (2Qx15M=30)

12. Consider yourself to be the Secretary in Attendance at the third meeting of the management committee of Bangalore Cricket Association. The meeting was held on 18th December 2018. Arrange the agenda items given below in suitable order and write the minutes of the meeting.
- Chairman's report
 - Purchase of cricket kits
 - Appointment of coach
 - Minutes of the last meeting
 - Complaints regarding the quality of stadium
 - Dealing with match fixing
 - Adding new VIP entrance
 - Any other matter
- (15 M)
13. The Managing Director of Kasturi and Sons Ltd., Chennai 110001, wishes to have a report on the readership of various magazines published by it along with the daily newspaper. As the Public Relations Officer of this company, you have compiled the data for writing this report.

The following table shows the readership in percentages;

Age Group	Life	Literary Review	Metro Plus	Friday Review
18 – 25	14	21	35	29
26 – 35	16	13	41	48
36 – 45	17	32	53	25
46 onwards	12	32	32	25

Write this report inventing other necessary details.

(15 M)