

Reg. No.:

Name :



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**TERM END EXAMINATIONS (TEE) – December 2021- January 2022**

<b>Programme</b>	<b>: B.Tech. (Common to all )</b>	<b>Semester</b>	<b>: Fall 2021-22</b>
<b>Course Name</b>	<b>: Effective Technical Communication</b>	<b>Course Code</b>	<b>: ENG 1004</b>
<b>Faculty Name</b>	<b>: Dr. Vinod Bhatt</b>	<b>Slot / Class No</b>	<b>: A23/0195</b>
<b>Time</b>	<b>: 1½ hours</b>	<b>Max. Marks</b>	<b>: 50</b>

**Answer ALL the Questions**

Q. No.	Question Description	Marks
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**PART - A ( 30 Marks)**

1	(a)	<b>Do as directed-</b> a. Elusive- <b>Synonyms</b> b. Bemoan- <b>Synonyms</b> c. Generous- <b>Antonyms</b> d. Immense- <b>Antonyms</b> e. An event that takes places after the death of a person- <b>One word substitute</b> f. A name adopted by an author in his writings- <b>One word substitute</b> g. Right now, Jim (read) .....the newspaper and Kathy (make)..... dinner.(Insert appropriate verb) h. Harishchandra was ..... honest king. (Insert appropriate article) i. Aladdin had..... wonderful lamp. (Insert appropriate article)	10
	OR		
	(b)	“Communicating helps people to express their ideas and feelings, and it, at the same time, helps us to understand emotion and thoughts of the others.” With reference to the above given statement, write a detailed note on the purpose of communication.	<b>10</b>
2	(a)	“Body language should always be studied in a particular context. The same posture in different can mean different things.” Elaborate the above given statement with appropriate examples.	10
	OR		
	(b)	“When you have a better understanding of the potential barriers to effective listening you	<b>10</b>

		can pinpoint where your weaknesses are and work on building them up to make you a better listener.” Discuss the barriers to listening.	
3	(a)	<p>Suppose you are hosting an event as an anchor. You are also the coordinator of the program. Prepare the anchoring script along with minute to minute covering all essential information. Make the draft according to the given detail-</p> <p>Event- International Seminar on “Technological Development and ethical issues”  Venue- VIT Bhopal University  Date- 10-11 December 2021  Guest of honour- The honourable Chancellor Sir  Guests- The Vice Chancellor, the Registrar, the Dean Academics, the Deans of different Schools</p>	10
OR			
	(b)	<p>Draw inferences collecting all requisite information from the picture-</p> 	10
<b>PART - B (20 Marks)</b>			
4		<p><b>Skim the following paragraph-</b></p> <p>The handling and delivery of mail has always been a serious business, underpinned by the trust of the public in requiring timeliness, safety, and confidentiality. After early beginnings using horseback and stagecoach, and although cars and trucks later replaced stagecoaches and wagons, the Railway Mail Service still stands as one of America’s most resourceful and exciting postal innovations. This service began in 1832, but grew slowly until the Civil War. Then from 1862, by sorting the mail on board moving trains, the Post Office Department was able to decentralize its operations as railroads began to</p>	10

	<p>crisscross the nation on a regular basis, and speed up mail delivery. This service lasted until 1974. During peak decades of service, railway mail clerks handled 93% of all non-local mail and by 1905 the service had over 12,000 employees.</p> <p>Railway Post Office trains used a system of mail cranes to exchange mail at stations without stopping. As a train approached the crane, a clerk prepared the catcher arm which would then snatch the incoming mailbag in the blink of an eye. The clerk then booted out the outgoing mailbag. Experienced clerks were considered the elite of the Postal Service's employees, and spoke with pride of making the switch at night with nothing but the curves and feel of the track to warn them of an upcoming catch. They also worked under the greatest pressure and their jobs were considered to be exhausting and dangerous. In addition to regular demands of their jobs they could find themselves the victims of train wrecks and robberies.</p> <p>As successful as it was, "mail-on-the-fly" still had its share of glitches. If they hoisted the train's catcher arm too soon, they risked hitting switch targets, telegraph poles or semaphores, which would rip the catcher arm off the train. Too late, and they would miss an exchange.</p>	
5	<p>You are Harpreet Kaur, a students of VIT University. Write an email to the Dean Academics, drawing his attention towards the possible options for electing the subjects. Assume necessary details.</p>	10
		