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

Programme	: B.Tech. (Common to all)	Semester	: Fall 2021-22
Course Name	: Effective Technical Communication	Course Code	: ENG 1004
Faculty Name	: Dr. Mary John Sajeev	Slot / Class No	: D22/0224
Time	: 1½ hours	Max. Marks	: 50

Answer ALL the Questions

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

1	(a) Do as directed: i)Write the antonyms for the following: Scatter Yearn ii)Write the synonyms for the following: Cinch Delineate iii)Write one words for the following: Spoken or done without preparation An imaginary ideal society A thing that is kept as a reminder of a person, place or event iv)Give the meaning of the following word: Articulate Courteous Ambitious	10
OR		
	(b) Communication is a complex process of sending and receiving messages “Explain the process of communication and key elements with reference to the above statement also draw a neat, labelled diagram of the communication process.	10
2	(a) Read the following and make notes using any appropriate method. The epidemic of heart attacks has been attaining alarming proportion in recent times causing grave concern specially to the medical fraternity. To contain and control the increasing death and disability from heart attacks and to focus on public awareness and their involvement at global level, the World Health Organisation (WHO) and the World Heart Federation	10

	<p>observed September 24th as the World Heart Day.</p> <p>What causes heart attacks? Dr H.S. Wasir, Chief Cardiologist and Medical Director, Batra Hospital and Medical Research Centre lists four main habits which adversely affect the heart health. These are lack of physical exercise, wrong eating habits, cigarette smoking and excessive alcohol consumption, and stressful lifestyle.</p> <p>The importance of physical exercise in minimising the incidence of heart attacks cannot be underestimated. “Physical exercise,” says Dr Wasir, “plays a major role in achieving a long and healthy life in general and prevention of heart attacks in particular.” There are several studies showing that physically active people have higher longevity than those sedentary or physically inactive.</p> <p>In fact, the review of modern medical literature sums up the role of physical activity in health as ‘Regular physical exercise adds not only years to life but also life to years’. It is the experience of many modern day physicians that some patients of angina (chest pain or discomfort on physical or mental exertion or after meals) do get relief with regularly done physical exercise. What type of physical exercise and how much, one may ask. It is the isotonic (dynamic) exercise that is beneficial for the heart and not the isometric (static) exercise which should be avoided by heart patients. Weight lifting, carrying heavy suitcases while travelling, pushing a car are some of the examples of isometric exercises. Examples of the beneficial type of physical activity (dynamic exercise) are brisk walking, swimming, golf without power carts, badminton and tennis (doubles for those with old heart attacks but fully recovered, to be started only after physician’s advice).</p> <p>Walking is the best mode of doing regular physical exercise which requires no equipment, money, material or membership of a club! 30 to 60 minutes brisk walk even on alternate day has been proven to be beneficial. Stationary cycling or walking on a treadmill at home are the other alternatives.</p> <p>Walking up the stairs instead of using a lift if going up to three or four floors or getting off the lift two or three floors before the destination and walking up the rest through stairs. Going up several floors in a overcrowded lift with limited fresh air to be shared by so many may also prove unhealthy. Park a little away from the work place and walk that healthy distance. Best time for brisk walks would be the early mornings before the traffic flow picks up and walking in the parks with thick plantation. Jogging on the roads with heavy traffic should be avoided as you will be inhaling air polluted with the toxins from vehicular exhaust such as dioxides of sulphur and nitrogen.</p> <p>“Before starting any physical exercise programmes for the first time, one must get fully evaluated by a cardiologist so as to avoid any harm being done by exercise if there is serious underlying heart disease needing treatment,” warns Dr Wasir.</p>	
OR		
(b)	<p>“Even if we are not formulating a response whilst listening, we may still be thinking of other things, albeit subconsciously.” Enumerate the various barriers to effective listening.</p>	10

3	(a)	You want to buy air ticket for Delhi tonight. Call the booking assistant and find out: what flights are available and the timing and booking status; how much a ticket for one adult is and any other details required. When you have finished, choose a time and buy the ticket using your credit card.	10
OR			
	(b)	As a former student, write an email to your professor, Mr. Matt, thanking her for teaching and guidance that contributed to your overall development. Sign the email as peter. Outline: Successful - Placed - grateful - help - advice - grooming - values - shaping my future - sincere - professional	10
PART - B (20 Marks)			
4		The difference between successful communication and unsuccessful communication is the elimination of barriers or reducing the barriers.” Discuss few barriers in communication with examples.	10
5		Write a memo to the office staff informing about the new years party to be held in the office.	10
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Note:

The above given Module Numbers will be followed strictly and this pattern is applicable for the courses with 5 modules.

Mostly 10 Marks questions will be asked; however, some sub-divisions with minimum 3 marks are also allowed.

If there are more than 5 modules in a particular course, then

Q. No. 1 (a) and (b) – First 40% of Modules/ Portion (Either Or Type),

Q. No. 2 (a) and (b) – Next 30% of Modules/ Portion (Either Or Type),

Q. No. 3 (a) and (b) – Last 30% of Modules/ Portion (Either Or Type),

Q. No. 4 - First 60% of Modules/ Portion (Compulsory Question without any choices),

Q. No. 5 – Last 40% of Modules/ Portion (Compulsory Question without any choices)

RBT – Revised Bloom’s Taxonomy

KL1 – Remember, KL2-Understand, KL3-Apply, KL4-Analyse, KL5-Evaluate, KL6-Create

CO – Course Outcome

