

Reg. No.:

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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. Vinod Bhatt	Slot / Class No	: E11/0191
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- a. Savoury- Synonyms b. Hotbox- Synonyms c. Prudent- Antonyms d. Lethargic- Antonyms e. A series of stars- One word substitute f. Spoken or done without preparation- One word substitute g. Joseph's English (improve, really), isn't it? He (watch)American television programs and (study) his grammar every day since he first arrived in San Diego. Soon he will be totally fluent. (insert appropriate verb) h. I sawmovie last night. (insert appropriate article)	10
OR			
	(b)	“Nonverbal communication is important because it gives us valuable information about a situation including how a person might be feeling, how someone receives information and how to approach a person or group of people.” Describe the significance of non-verbal communication with reference to the above given sentence.	10
2	(a)	Communication through text messaging and other instant forms of online communication is short and basic. Some people think this will be the death of grammar and spelling.” Do you agree or disagree? Explain the answer with logical arguments.	10

	OR	
	(b) “While some people may use the words hearing and listening as synonyms, there’s nuance between hearing vs. listening.” Elaborate the difference between listening and hearing.	10
3	(a) 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- Event- University Foundation Day Venue- VIT Bhopal University Date- 02 December 2021 Special Guest- Mr. Shivraj Singh Chauhan (the Honourable Chief Minister of Madhya Pradesh) Guest of honour- The honourable Chancellor Sir Guests- The Vice Chancellor, the Registrar, the Dean Academics, the Deans of different Schools	10
	OR	
	(b) Draw inferences collecting all requisite information from the picture- 	10
PART - B (20 Marks)		
4	Skim the following paragraph- 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 crisscross	10

	<p>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 Srujan Kumar, the Discipline In-charge of the Fresher's Party. Write an email to the Director Administration, drawing his attention towards the possible indiscipline issues during the event. Assume necessary details.</p>	10
