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Total No. of printed pages = 03

Monsoon, 2023
B.Tech Semester Examinations
ENGLISH FOR TECHNICAL COMMUNICATION
Course Code: BEN23102T

Full Marks – 50

Time – 2 hours

The figure in the margin indicates full marks for the questions.

PART A

1. Choose the correct answer from the options given below each statement: 10x1=10
- a) Which sentence has the correct use of preposition?
 - i) He was in a hurry and just glanced over the letter.
 - ii) He was in a hurry and just glanced on the letter.
 - iii) He was in a hurry and just glanced at the letter.
 - iv) He was in a hurry and just glanced in the letter.
 - b) Which sentence has the correct use of preposition?
 - i) The liquid must be kept on five degrees.
 - ii) The liquid must be kept beneath five degrees.
 - iii) The liquid must be kept down five degrees.
 - iv) The liquid must be kept below five degrees.
 - c) Which of the following sentences is correct?
 - i) The bridge was inaugurated by CM.
 - ii) The Bridge was inaugurated by the CM.
 - iii) The bridge was inaugurated by the CM.
 - iv) The bridge was inaugurated by the CM
 - d) Choose the correct use of pronoun in the following sentences:
 - i) When Jasmeet found his lost dog, he was so happy.
 - ii) Every student must bring their own lunch.
 - iii) The committee put their signature on the document.
 - iv) A person needs to see his/ her dentist every six months.
 - e) Which of the following qualities is NOT required for sensible writing
 - i) Clarity
 - ii) Compactness
 - iii) Redundancy
 - iv) Concreteness
 - f) The process of combining two or more words to form a new word is called:
 - i) Compounding
 - ii) Blending
 - iii) Clipping
 - iv) Acronym
 - g) Which of the following statements is true?
 - i) A root can stand on its own.

- ii) A root word cannot be added to another root word
 - iii) Most English root words are borrowed from French and Italian.
 - iv) A root word is a part of words put onto the beginning of other words.
- h) Find out the abbreviation from the following options:
- i) Email
 - ii) Brunch
 - iii) Doc
 - iv) DoB
- i) Technical writing should NOT be
- i) Factual
 - ii) Formal
 - iii) Imaginary
 - iv) Compact
- j) Which one is a Primary data source?
- i) Research Journals
 - ii) Library
 - iii) Experiments in a lab
 - iv) Government data bases

PART B

2. Answer the following questions: (Any four) *Maximum word limit is 100 words*
- a) Form new words with the following prefixes: 5
Pre-, co-, in-, anti-, im-, in-, sub-, un-, mis-, uni-
 - b) Form new words with the following suffixes: 5
-ism, -ist, -hood, -dom, -or, -er, -ful, -ment, -ly, -ship,
 - c) Define synonyms and antonyms with suitable examples. 5
 - d) Write a paragraph by maintaining proper mechanisms of writing 5
(punctuation marks, capitalisation rules, linking words etc) on one of the following topics:
My hometown
or
Effect of COVID 19 Lockdown in my life
 - e) Circle the topics and underline the controlling ideas in the sentences given 5
below:
 - i) There are many possible contributing factors to global warming.
 - ii) Taste and appearance are both important in Indian cuisine.
 - iii) Television commercials lie to women.
 - iv) Gold, a precious metal, is prized for two characteristics.
 - v) There are many different kinds of musical instruments.
 - f) How can one researcher organise the data collected from different sources? 5

PART C

3. Answer the following questions: (Any two) *Maximum word limit is 200 words*
- a) What are the elements (mandatory and optional) of a formal letter? Write a letter with the information given below: 2+8=10

Imagine that you are Joya Bora, a student of Mechanical Engineering First semester, GCU, Assam bearing enrollment no 123456. You could not attend your classes from 1 October to 10 October because you were suffering from viral fever. As a result, you also missed the first sessional test. Write an application to the Head of your department through the Mentor informing your absence and also requesting him to arrange for retest in the courses you missed the first sessional test.

- b) What do you understand by the term report? Give two examples of reports. 1+2+7=10
Write down the characteristics of a report.
- c) Compare the different formats that can be used to write various reports. List 4+6=10
down the elements of a manuscript format of technical reports.
- d) i) Explain the stages of writing with examples. 4
ii) What do you understand by Topic sentence, supporting sentences 3+1
and concluding sentence? What are the parts of a topic sentence?
iii) Write down topic sentences for the following topics: 2
My ideal roommate, Why I like Netflix