

Sl. No. of Ques. Paper : 18 G
Unique Paper Code : 203191
Name of Paper : Technical Writing and Communication in English
Name of Course : B.Sc. (Hons.) / B.Sc. Prog.
Semester : I
Duration : 3 hours
Maximum Marks : 75

(Write your Roll No. on the top immediately on receipt of this question paper.)

Answer all the questions.

1. Write short notes in about 75 words on any *three* of the following:

- (a) Non-verbal communication
- (b) Paralanguage
- (c) Diagonal communication
- (d) Types of listening
- (e) Semantic barriers to communication. 3×5=15

2. Answer either A or B:

(A) Using the thesis statement given, write an essay of 3 paragraphs in about 200 words on:

Governments should work more towards the interests of the poor than for the rich. 20

Or

(B) (i) Using the topic sentence given, write a paragraph of about 100 words:

LED lights can help reduce the carbon-footprint of a household. 10

(ii) Write the introductory and the concluding paragraph, in about 50 words each, to the passage given below:

The Finance Minister proposed that no person will accept from any person any loan/deposit/advance, in relation to transfer of an immovable property, in cash for Rs. 20,000 or more. Also, it is proposed that no person will repay any loan/deposit/advance, in relation to transfer of an immovable property, in cash for Rs. 20,000 or more. This will help curb generation of black money. 10

3. (a) You are the Secretary of your College Group, "The Quarks". The Group wishes to organise a meet of University students in August 2015. It will be a platform where they will brainstorm the challenges facing a fresh University science graduate. Draft the Notice for the meeting and include the Agenda for discussion. Make it look authentic.

Or

- (b) As student representative in-charge of your college library, draft a Memo to be given to the Librarian to make arrangements for in-house photocopying of important sections of valuable science journals. State why this is necessary. 10

4. (a) Draft the 'Do's and Don'ts of a Laboratory Manual for a I Year student' that is to be distributed to each student at the beginning of a new academic session.

Or

- (b) Prepare the outline of a User's Manual that is to accompany your company's (Helix Desert Coolers) recently launched Jumbo air-cooler system with honeycomb pad technology. 10

5. Rewrite as directed:

- (a) Change the voice:

- (i) He mailed the application for a new job.
(ii) Playing in the rain is enjoyed by young children.

- (b) Change the following sentences from direct to indirect speech or *vice-versa*:

- (i) "Park your bike in the designated area, please!"
(ii) The teacher said that they'll all go for dinner after the exhibition is over.

- (c) Change the following sentences from negative to affirmative or *vice-versa*:

- (i) He lost a lot of money in the stock market crash.
(ii) I don't know if he'll live to see the day.

- (d) Provide one word substitute:

Someone who studies viruses

- (e) Choose the right connector:

- (i) We had lunch (due to / since) we were hungry.
(ii) It's best not to eat heavily before playing (even though / despite) you are hungry.

- (f) Punctuate:

he is coming quickly hide in some place safe she cried.

6. The following passage has 10 grammatical errors. Identify and correct the errors. Rewrite the passage after making the corrections. 1

Human activities directly or indirectly adversely effect the environment. A stone crusher add a lot of suspended particulate matter and noise unto the atmosphere. Automobile emits from there tail pipes oxides of nitrogen, sulphur dioxide carbon dioxide, carbon monoxide and the complex mixture of ilburnt hydrocarbons and black soot who pollute a atmosphere. Domestic sewage and run off form agricultural fields, laden with pesticide and fertilizers, pollute water bodies.