

This question paper contains 7 printed pages]

Roll No.

--	--	--	--	--	--	--	--	--	--	--

S. No. of Question Paper : 8310

Unique Paper Code : 203191

C

Name of the Paper : ENAT-101/STH-101 : Technical Writing and Communication
in English

Name of the Course : B.Sc. (Hons.)/B.Sc. Phy. Sc./Life Science

Semester : I

Duration : 3 Hours

Maximum Marks : 75

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

All the questions are compulsory.

Write short notes on any *three* of the following in about 75 words each : (5×3=15 marks)

- (i) Non-verbal communication;
- (ii) Effective listening;
- (iii) Cultural barriers in communication;
- (iv) Technical communication;
- (v) Differences between Letters and Memos.

P.T.O.

2. **Answer either A or B :**

(A) Using the thesis statement given, write an essay of 3 paragraphs in about 200 words. (20 marks)

"Availing public transport is the only way that the traffic problems in metropolitan cities like Delhi can be tackled."

OR

(B) (i) Using the topic sentence given, write a paragraph of about 100 words : (10 marks)

"The system of granting marks based on attendance in classes has proved to be better for the students as they can no more be non-serious about attending classes."

AND

(ii) Write body paragraph(s), in about 100 words, to the paragraphs given below. (10 marks)

Introduction :

My parents had gone to attend a wedding of one of my distant relatives and I was alone at home. After dinner, I was getting bored and stepped out of the house to have closer

look at the night life of Delhi. Soon I packed a city map, a torch, some dry snacks, and a bottle of water in my rucksack and took out my bicycle. As I came out I was undecided about the direction I should take to begin my adventure, but soon I made up my mind to start cycling towards ...

Conclusion :

It was a life time experience for me as I had never experienced the plight of the homeless on the streets from such close quarters. On the one hand, the homeless were sleeping on the streets under the open sky probably after a tiring day and on the other, tall buildings are rejoicing in their well-lit concreteness. The contrast between the two was the most striking experience that the night had to offer me.

3. (A) Shift the calendar to your final year of graduation where you plan to join a job along with your post-graduation. You come across an advertisement by a website creator company for the position of a web-content writer who can help in writing content for various websites. You are interested in this job as you can work from

home. Moreover, writing skills have always been your strength. You are very fond of describing places, persons, issues, etc. You wrote some articles for your college magazine as well.

Write a covering letter to apply for the above-mentioned position. There is no need to write your resume, just mention that you have attached it with the covering letter.

(10 marks)

OR

(B) Your college wishes to start two short term summer courses during the forthcoming summer vacations : 1. 'English Speaking and Listening Skills' 2. 'Improve Your Body Language'. As students' representative, the Principal of your college has asked you to prepare a report on the feasibility of starting these courses in your college campus.

Please draft the report.

(10 marks)

4. (A) Your University has been considering a major restructuring academic exercise which includes a shift from three-year degree course to four-year degree course. You have been appointed Secretary to a Committee of selected students from different colleges of the University to present the students' opinions. You organised the first meeting of the committee. Draft the minutes of the meeting held.

(10 marks)

OR

(B) Again switch the time needle to 2015-16. After your graduation you have joined a home paints company. As your first assignment in the company, you have been kept in a team of your seniors who are working on preparing a Users' Manual for home paint users. You and one of your seniors have to work on the writing part of the Users' Manual, whereas other team members will be taking care of the visuals, graphs, design and other parts. As your first step in assisting in writing it, you have been asked to prepare a rough outline of the Manual. Prepare the outline of the Users' Manual. You must include the very essential parts of such manuals like the legal disclaimers and help-lines, etc. (10 marks)

5. Rewrite the following sentences as directed : (10 marks)

(a) Sikkim was devastated by an earthquake of a frightening magnitude. (Change the Voice)

(b) He said to us, "Why are you all sitting here doing nothing?"

(Change to Reported Speech)

- (c) The sun was very bright. We had to wear a hat.

(Combine the two sentences to make a Compound Sentence)

- (d) A list of items to be discussed at a meeting. (Substitute One Word for the phrase)

- (e) Only a multimillionaire can afford to travel this way. (Change into a Negative Sentence)

- (f) This information is stored in the D Drive of my computer. (Change the Voice)

- (g) The Principal thanked the students for their efforts to make the festival a success.

(Change to Direct Speech)

- (h) The motorcycle skidded and the rider fell off. (Change to a Simple Sentence)

- (i) modern ideas of government date back to the time when people first asked the question

do kings have a god given right to rule. (Punctuate the Sentence)

- (j) The two neighbouring colleges are not unlike each other.

(Change into an Affirmative Sentence)

6. The following passage has five sentences. In each sentence locate the errors and correct

them :

(10 marks)

Sometimes tenants with disabilities applies to have adaptations to their homes. (i) Adaptations

is special fittings to help people to live inidpendintly.(ii) For example, in the last four months

the Association has put in grab rails for a man for arthritis, provided an outside telephone bell for a deaf women, had a front door ramp installed and allocating a wider garage for a wheelchair user.(iii) They have also arranged a transfer to a ground floor for a blind man and her guide dog.(iv) So far, each change has been made after discuss with the tenant, the doctor and the contract doing the works.(v)