

**B.Tech-1st**  
**English for Technical Writing**

*Full Marks : 50*

*Time :  $2\frac{1}{2}$  hours*

Answer **all** questions

*The figures in the right-hand margin indicate marks*

Symbols carry usual meaning

1. Answer *all* questions : 2×5
- (a) The watchman of our hostel is an old man. (use bias free English)
- (b) The technician has repaired the machine. (Change the voice)
- (c) Give examples of one vowel and one consonant problem sound in English for Indian learners.

( Turn Over )

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(d) We cannot dispatch the refrigerator until you inform what colour you need.

(Rewrite the business message in a better tone)

(e) What is the difference between chronological CV and functional CV ?

2. What is the advantage of non-verbal communication over verbal communication ? How will you make the use of non-verbal communication in an industry ? Explain with suitable examples. 8

*Or*

How do you justify bias as a barrier to communication ? How many types of barriers are there ? Explain each type with examples used in sentences.

3. All verbs in English do not take the progressive form. What kind of verbs are they ? Explain five such verbs used in five different sentences of your own. 8

( 3 )

*Or*

What are the different types of conditional sentences ? Write four sentences with 'if' mentioning different conditions.

4. How are the vowels classified in English pronunciation ? Explain each vowel sound used in a word. 8

*Or*

Explain that stress plays an important role in speaking in English language unlike Indian languages. How does the meaning of a word change with the shift of stress ?

5. Write a paragraph of 150 words on the title "All is fair in love and war". 8

*Or*

Your company had installed 100 computers in an organization but after few

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days you received a complaint letter regarding the malfunctioning of 05 computers. Draft a suitable answer for it.

6. Make a CV of your own for the post of Assistant Engineer in your field. 8

*Or*

Write a cover letter to accompany your CV for a higher post in another company. Prepare your CV for the same.