**

**I Mid Term examination**

**Session: 2018-19**

**B.Tech \_II\_ Year (\_III\_Semester)**

**Subject with code:**

**SET-B**

Time: 2 hrs. M.M.:20

**Instruction for students:**

1. No provision for supplementary answer book.
2. Question paper contains three sections. Sec A includes 5 Short answers type questions (up to 25 words) Sec B- contains 06 Questions out of which any 04 questions to be attempt by the student (Analytical/Problem solving questions.). Sec C- contains 03 Questions out of which any 02 questions to be attempt by the student (Descriptive /Design questions.)

 **Sec-A** (5\*1=5 Marks)

Q.1 Add ‘ity’as suffix and make four words

Ans- complexity, flexibility, generosity, humanity

Q.2 Add ‘or’as suffix and make four words

Ans- actor, conspirator,depositor, curator, contributor

Q.3 Add ‘en’ as Prefix and make four words

Ans- enroute, entangle, ensure, encompass

Q.4 write one synonym of (decay, evil,joy,pretty) of each word

Ans- rot,bad,happy,beautiful

Q.5 write one antonyms of (safe,big,buy,agree) of each word

Ans- unsafe,small,sell,disagree

  **Sec-B** (4\*2=8 Marks)

Q.1 **fill in the blanks with correct form of verb given**

**a) He ……up for the meaning of the word in the dictionary (look)**

**ans- looked**

**b) The police officer….him to the jail (take)**

**ans-took**

Q.2 **complete the following with a question tag**

**a) You are clever,………………**

**ans- aren’t you**

**b) They are working for the project,………….**

**Ans- aren’t they**

Q.3 **use the following question tags and make one sentence with each.**

**a) Won’t you**

**anss- you will help me? Wont you.**

**b) Should we**

**ans- we should tell them? Should we.**

Q.4 **complete the following**

**a) a bunch of …………….**

**Ans- flowers**

**b) a bowl of………………….**

**Ans- rice**

Q.5 **complete the following with an appropriate word.**

**a) ……………….is my house.**

**Ans- this**

**b) ……..has come?**

**Ans- who**

Q.6 **Complete the following with a suitable word**.

a) The old lady ……….slowly (walk)

ans- walks

b) My sister……..beautifully (write)

ans- writes

 **Sec-C** (2\*3.5=7 Marks)

**Answer any two of the following**

**Q.1 what is the importance of technical communication for Engineers?**

Ans- In the workplace, there is a variety of situations you need to write workplace documents such as progress reports, letters and directive memos. You may need to create more complex forms of communication such as oral and video presentations, proposals, instruction manuals, technical descriptions and Web pages. You may also need to research effectively, discuss about a technological innovation, negotiate in a global marketplace and consider the implications of the documents you or your employees produce.

### Communication

Technical communication facilitates the communication of concepts to workers or customers, but may sometimes help you direct your employees in a particular course of action. You may want to have your workers understand the details of some technological system, or to take a particular action using that system. For example, if the workers in your bank are not properly posting deposits to accounts, you would instruct them on the correct practice by writing all the proper instructions.

### Cost

It is important to understand technical communication because it can cost you a lot of money that may go to waste if not properly used. According to a study, it may cost you a large amount to produce and mail a letter considering the time it takes a worker to write the letter and the cost of the paper, printing and stamp. The total cost of your company’s correspondence, such as e-mail, letters, memos, and reports is an expensive but necessary exercise.

### Income Generation

Your communication skills may cost the company money but they can as well earn money since a well-drafted brochure, Web site, sales letter, flier, or proposal, can generate corporate income. A well-written newsletter or a thorough presentation to clients and stakeholders can keep customers happy and bring in new clients. In essence, good communication may help pay you or your workers’ wages.

### Instruction

Technical communication helps in research and creation of information about technical processes or products targeting your workers through various forms of media, such as the Internet. For example, it may give instructions about computer applications, medical procedures, or environmental regulations aiming at reaching your employees depending on the business you are dealing with. It uses technology, such as Web pages or social media sites and they provide instructions for products and services.

### Customer-Client Relations

A successful business depends on how it builds up the ambiance, the attitude it expresses and the atmosphere it creates. When you communicate in a manner that enables people to understand you clearly, it produces a better place of work and encourages customers to enjoy doing more business with you and employees to work for you. Your technical communication indicates that you can think logically and communicate your thoughts clearly thus co-workers or customers will judge your proficiency according to what you say and how you say it.

### Time

According to a survey by the National Commission on Writing, technical communication is important as it requires your attention, regardless of your profession. Some workers spend up to 30 percent of their time writing documents such as progress reports. Normally, you may spend more time directing your subordinates through written messages, in addition to communicating orally, while your new employees might spend less time writing as part of their work.

**Q.2 what do you understand by the skills-reading and writing?**

Ans- In-order to become a well-rounded communicator one needs to be proficient in each of the four language skills. These four skills give learners opportunities to create contexts in which to use the language for exchange of real information, evidence of their own ability (proof of learning) and, most important, confidence. Listening and reading are the receptive skills because learners do not need to produce language, they receive and understand it. These skills are sometimes known as passive skills. The productive skills are speaking and writing because learners are applying these skills in a need to produce language. They are also known as active skills.

**Reading**

Reading is a learning skill. It helps you improve all parts of the English language – vocabulary, spelling, grammar, and writing. It helps to develop language intuition in the corrected form. Then the brain imitates them, producing similar sentences to express the desired meaning. Using skimming or scanning technique to read quickly is highly effective. While reading underlining of key words is a must. Reading Skills help the students grasp the content and draw conclusions. The students should also make it a point to familiarize themselves with the jargons and new words by making reading a habit be it reading newspapers, articles, books, magazines etc

### Writing

Writing provides a learner with physical evidence of his achievements and he can measure his improvement. It helps to consolidate their grasp of vocabulary and structure, and complements the other language skills. It helps to understand the text and write compositions. It can foster the learner’s ability to summarize and to use the language freely. To write flawless language one should excel in the Writing Skills with the help of various methods. Importance should be given to composition and creative writing. One should also focus on coherence and cohesiveness when it comes to writing a language.

**Q.3 what are the features of technical communication?**

1. Ans- TRUE. Whether ever else it is, tech writing must be CORRECT and TRUE, period. If tech writing is not correct, you can throw it directly into the trash basket since nothing else matters as much.
2. APPROPRIATE FOR INTENDED AUDIENCE. Tech writing must be appropriate for its intended audience. This audience can be a general audience, business people, or a specialized group of engineers and scientists.

If the writing style and vocabulary does not fit the audience, tech writing will either be met with derision and criticism (because it is too easy for the audience), or will fly off over the heads of a puzzled audience (because it is too hard to understand).
3. CONCISE. Tech writing must be as brief as possible. If the writer can express something in 2 words, she should not use 3 words instead.

This is not creative writing. All kinds of editorial asides or anthropomorphic similes and metaphors should be avoided.
4. COMPREHENSIVE. If you are explaining the functions of the buttons on a toolbar, you need to explain ALL of them.

 If a gadget has two communication ports, you need to explain how each of them is used.
5. Any omission in covering all system components or attributes in a document means an eventual call to the customer service.
6. LOGICAL and SEQUENTIAL. Technical writing information cannot contradict itself. All information, all steps need to make sense with respect to one another.

If you need to open a lid in order to reach a button, you need to tell the reader to open the lid first and then to press the button. In the above case, do not instruct the user to press the button and then open the lid.
7. ACTION ORIENTED. You are writing a document to help users take action. Therefore, use action verbs whenever possible, especially in the beginning of procedural steps.
8. ORGANIZED. Technical documents are organized in the ideal "tree view" fashion. The material is organized in layers, from general to the specific. The document starts with the general aspects of a system and drills down to more specific details later on.

The tasks that you perform depend on the type of product that your organization deals with. You could be a software applications technical writer, or you could be a biomedical communication specialist, or you could be a content writer for a busy e-commerce website. You can choose your industry, you can decide on the level of creativity that you want to employ.

A technical writer does not really need to have a particular academic qualification to be eligible for a particular job. What is really important for the writer is to be creative and to have the ability to think from the end users’ point of view. An eye for detail and immense patience are other important attributes for a technical writer.

I have more than 7 years of work experience as a technical writer and I must say it has been a wonderful journey so far. I get to learn so much every day. I get to try my hands on new technology, tools, processes et cetera. I get to meet such varied audiences, get to interview subject matter experts, end users, and clients. To top all that, I don’t find myself constrained to work in any particular domain. Every domain needs a documentation specialist and as far as you have the skills to adapt to their requirements, you are more than welcome to work with them.

Technical writing differs from most writing in that one works on projects inside a business and the knowledge set required is specific to that type of business. Contrast this with freelancing where you do research all over to meet the needs of your own project.

In general a tech writer must have some actual work experience in the field plus some specific education either in mechanics or electronics or software. Writers often write from blue prints or design documents and interact with engineers and technicians to gather information, so should have good knowledge how products are designed and built. Actual writing usually consists of cutting up documents and pasting them together in some type of logical sequence, but may take many forms. Very seldom does a tech writer originate a book and most have no idea how to. The accurate name for tech writer is tech editor, because that better defines the work.

In one case, you might be drawing comparisons between a building now occupied by a company, and one they are considering relocating to: Size, layout, amenities, location and all kinds of details can be compared and contrasted to each other in a concise manner, so that the pros and cons of both locations are easily understood by the reader. Your report would consider the cost of upgrading current quarters, perhaps, versus the cost of furnishing/carpeting/painting, etc. at the new location, and why each makes sense or not. These are enjoyable kinds of reports because you often get to show your intelligence and enjoy collecting the information.

Another use for technical writing is instructions for using a specific item, building a kit, or setting up a computer, for example. In this case, you will work with someone who knows the item well, and get their input as well as the directions, usually coupled with drawings or photos. There is a real need for clear technical writers - if you have read some of the instruction manuals that come with imported goods, for example, you may easily tell that the writer has a limited command of English and may omit details that should be “obvious.” As a technical writer, you want to include the obvious, because when someone is following your report for the first time, it may be entirely new to them, and your job is to make it understandable and succinct in a professional manner.