

Reg. No.:

Name :

VIT[®]

Vellore Institute of Technology

(Deemed to be University under section 3 of UGC Act, 1956)

CONTINUOUS ASSESSMENT TEST - II

December 2022

Programme	: B. Tech	Semester	: Fall – 22- 23
Course Title	: Technical English Communication	Course Code	: BENG101L
Faculty	: Rajitha K	Slot	: A2
		Class Nbr	: CH2022231701052
Time	: 90 mts	Max. Marks	: 50

Answer ALL questions.

1.	Describe your ten days winter vacation plans. (You may use imaginary plans).	10
2.	Consider yourself as the student coordinator for an annual event. i). Prepare a memo to be sent to all the members of the organising committee regarding the meeting, events to be conducted and other required arrangements to be made. ii). Draft the minutes of the meeting.	10
3.	Summarize the following passage in 200 words.: As what geographers have estimated, about twenty percent of the earth's surface is occupied by deserts. A majority of us view deserts as one unique kind of landscape — areas with little or no rainfalls. In actual fact, there are differences between the deserts, though in varying degrees. While it is common for laymen like us to see deserts as rocky or covered with gravel or pebbles, there are some where large sand dunes inhabit. Despite the fact that rainfall is minimal, temperatures do change in deserts, ranging from seasonal ones to daily changes where extreme hotness and coldness are experienced in the day and night. Unfavorable conditions in the deserts, especially the lack of water, have discouraged many living things from inhabiting these landscapes. Nevertheless, there are exceptionally surviving ones which through their superb tactics, have	10

managed to live through and are still going strong. One such kind is the specialist annual plants which overcome seasonal temperature changes with their extremely short, active life cycles.

In events of sudden rain, the plant seeds pullulate and grow very quickly to make full use of the rain water. Their flowers bloom and set seeds that ripen quickly in the hot sun too. Once the water runs dry, the mother plant dies, leaving behind the drought-resistant seeds, waiting patiently for the next rainy season to arrive. The Cacti, a native in American deserts, adapts to the dry surroundings by having unique body structures. The plant has swollen stems to help store water that carries it through months. By having sharp pines instead of leaves, water loss through respiration is minimized. For instance, Skinks (desert lizards) metabolize stored fats in their bulbous tails, producing water to supplement their needs, just like what camels do with the stored food in their humps during long journeys through deserts. Finally, there are the sandgrouses (desert birds) which do not have special features to overcome the drought-like nature in deserts. Hence, to survive in these hot, dry deserts, they need to spend a large part of their time flying in search of waterholes. (405 words).

Meanings :

Gravel – small pieces of rocks and stones.

Pullulate – to have just enough money to pay for the things that you need.

Bulbous – like a bulb.

4.	If you were a team leader, how would you support and guide your team during difficult times. (Write ten relevant points).	10
5.	"Successful negotiation is not about getting to 'yes'; it's about mastering 'no' and understanding what the path to an agreement is". <u>Christopher Voss</u> . Elaborate the given statement. (250 words).	10
Total		50

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KM

→ Conflict Management
 → Negotiation
 → Principles of Leadership
 → Team Leadership Model

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(Deemed to be University) established by Vellore Education Trust, Vellore, Tamil Nadu, India

Continuous Assessment Test II – December 2022

Programme	: B.TECH.(ALL BRANCHES)	Semester	: Fall 2022-23
Course Title	: Technical English Communication	Code	: BENG101L
Class No.	: CH2022231700775	Slot	: A2
Faculty (s)	: Dr.Rashmi Rekha Borah	Max. Marks	: 50
Time	: 90 Minutes		

Q.No.

Answer all the questions.

Marks

1. i) Fully /complete block style in business letters flush with left margin.
 - a) True
 - b) False
- ii) Which is written on top of a Business Letter on the left side?
 - a) Sender's Address
 - b) Receiver's Address
 - c) Salutation
 - d) Date
- iii) The subject of business letter should be
 - a) Brief, clear & relevant
 - b) As long as possible
 - c) Stretched and irrelevant
 - d) None of these
- iv) Which part of the letter consists of an email address, telephone and fax number?
 - a) Letterhead
 - b) Enclosure
 - c) Salutation
 - d) Signatory
- v) Which is the correct way of writing
 - a) in spite of
 - b) inspite of
- vi) Which part of the letter identifies the person who is preferred to address the concerns of the letter?

10

- a) Attention line
- b) Signatory
- c) Designation
- d) Complimentary close

vii) Which part of the business letter states that a brochure is placed in the envelope?

- a) Enclosure
- b) Attention line
- c) Carbon copy
- d) Reference

viii) The subject of the letter is normally typed after the complimentary close.

- a) False
- b) True

ix) Return back /exchange back is a correct expression.

- a) False
- b) True

x) Which of the following statements about block style letters is NOT true?

answer choices

- a) The date and the complimentary close start at the center of your page.
- b) You do not indent in block style letters.
- c) All lines start at the left.
- d) All of the above

2.	Write a set of TEN recommendations to college students on reducing, recycling and reusing materials.	10
3	Conflict management is the practice of being able to identify and managing conflicts sensibly, fairly, and efficiently. Elucidate the statement. Word limit 300	15
4.	Explain Susan Kogler Hill's The Hill Model for Team Leadership with substantial examples. Word limit 300	15

Continuous Assessment Test-II, May 2023

Programme	: B.Tech	Semester	: WINTER 2022-23
Course Title	: Technical English Communication	Code	: BENG101L
Faculty	: Dr. Devimeenakshi.K.	Class Nbr	: CH2022232300486
Time	: 90 mins	Slot	: A1
		Max. Marks	: 50

Answer ALL the Questions

(5 x 10 = 50 Marks)

Q.No.	Sub. Sec.	Question Description	Marks
1.		Write a Quotation Letter for purchasing 100 electric motors for your company.	10
2.		Write Minutes of Meeting for Proctor Meeting – II that you have attended recently in your department.	10
3.		Paraphrase and Summarise the following: 1. Ten Jiao, 26, an English teacher here, said school begins at 8:35 a.m. and runs to 4:30 p.m., during which he typically teaches three 35-minute lessons. I sat in on one third-grade English class. The English lesson was meticulously planned. The rest of his day, he said, is spent on lesson planning, training with his team, having other teachers watch his class and tell him how to improve and observing the classrooms of master teachers. 2. When you sit in on a class here and meet with the principal and teachers, what you find is a relentless focus on all the basics...a deep commitment to teacher training, peer-to-peer learning and constant professional development, an insistence by the school's leadership on the highest standards and a culture that prizes education and respects teachers.	5+5
4.		Write a research proposal for conservation of energy in India.	10
5.		Discuss Team Leadership model in about 250 words.	10
		TOTAL	50

Reg. No.: 22BCE1

Name : shreyash
singh

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Continuous Assessment Test-II, December 2022

Programme	: B.Tech	Semester	: WINTER 2022-23
Course Title	: Technical English Communication	Code	: BENG101L
Faculty	: Dr. Akaitab Mukherjee	Class Nbr	: CH2022232309413
Time	: 90 mins	Slot	: C2
		Max. Marks	: 50

Answer all the Questions. Word limit 500 for all the questions.

(5 x 10 = 50 Marks)

Sl No.	Sub. Sec.	Question Description	Marks
1.		Murugan Communications which is located at Solinganallur, Chennai purchased 20 air-conditioners from Shah's Electronics, Adyar, Chennai. Among those 3 products are found defective. Suppose you are the Manager of purchase section of Murugan Communications. Write a complaint letter to the sales manager of Shah's Electronics and request them to replace the defective products.	10
2.		Lawrence and Mayo has launched their new range of contact lenses. Suppose you are the public relations officer of the company. Write a sales letter to the purchase officer of Tata Consultancy Services located at Chennai and introduce your new product.	10
3.		Suppose a meeting was called in the boardroom of Accenture branch of Chennai on 9th December at 10:00 a.m. In this meeting the employees' feedback of work from office after the pandemic has been discussed. Prepare the minute of the meeting with the mentioned details and invent necessary details.	10
4.		Ministry of Transport of Tamil Nadu has decided to make a flyover from Kandigai to Kelambakkam. They have asked for proposals for this reason. Suppose you are the project manager of Aditya Birla Construction located at Padur. Draft the prefatory part of the above mentioned proposal and invent necessary details.	10
5.		Suppose you are working as a junior engineer and one of your classmates is working as senior engineer in the same company. Your classmate who is now your colleague, falsely suspects that you complain against him to the higher authority to get promotion. And he, on the other hand, does not approve your applications to take revenge. How will you solve this type of conflict? Discuss with reference to different strategies of conflict management.	10
		TOTAL	50



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Chennai

Continuous Assessment Test -II (May 2023)

Programme	: B.Tech	Semester	: Winter 202
Course Title	: Technical English Communication	Code	: BENG101L
Faculty (s)	: Dr Rajasekaran V	Class Nbr	: CH2022232
Time	: 1.30hours	Slot	: C1
		Max. Marks	: 50

PART – A (5X10=50 Marks) Answer all FIVE Questions

You are the Sales head of Tickoo Corp.

- Call for a quotation to buy 50 Laptops with latest configuration.
- After finalising the quotation, place purchase order for 50 Laptops with all the necessary terms and conditions.

Who is your favourite leader? Analyse his/her leadership qualities and skills.

You are the student convenor of TechnoVIT'23. Convene a meeting with other committee members to finalise the events.

Draft a circular and MoM assuming all the necessary details.

Give your 15 recommendations to boost the mental health of college students.

Critically describe the following picture in 300 words.



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AGNIEG

Continuous Assessment Test-II, May 2023

Programme	: B. Tech	Semester	: Winter 2022-23
Course Title	: Technical English Communication	Code	: BENG101L
Faculty	: Dr Ganesh Nagorao Chilkhe	Class Nbr	: CH2022232300371
Time	: 90 mins	Slot	: C1
		Max. Marks	: 50

Answer the following Questions
(50 Marks)

Q.No.	Sub. Sec.	Question Description	Marks
1.	a.	<p>Assume that you are the Mayor of Chennai Municipal Corporation. Recently there has been a drastic increase in food adulteration in the city.</p> <ol style="list-style-type: none"> Draft a <u>memo</u> inviting all the Corporation Members for a meeting to discuss the issue. Assume that this meeting is over. Draft Minutes of the <u>Meeting</u> for the convened meeting. Invent details if necessary. 	10
2.	a.	<p>Assume that you are a Sales Manager at Samsung Chennai. Samsung has launched a new <u>smartwatch</u> for students. Draft a <u>sales letter</u> to Principal Vellore International School, Kayar informing about the new product and its student centric designs.</p>	10
3.	a.	<p><u>Summarise and paraphrase</u> the following paragraph. Both summarizing and paraphrasing must differ on <u>lexical</u> and <u>syntactical</u> grounds.</p> <p><u>Digital Forensics (DF)</u> has grown from a <u>relatively</u> obscure <u>trade-craft</u> to an important part of many <u>investigations</u>. DF tools are now used on a <u>daily</u> basis by <u>examiners</u> and <u>analysts</u> within <u>local</u>, <u>state</u> and <u>Federal</u> law enforcement; within the <u>military</u> and other <u>US</u> government organizations; and within the private <u>"e-Discovery"</u> industry. Developments in forensic research, tools, and process over the past decade have been very <u>successful</u> and many in leadership positions now rely on these tools on a <u>regular</u> basis—frequently without realizing it. Moreover, there seems to be a <u>widespread</u> belief, buttressed on by <u>portrayals</u> in the popular media, that <u>advanced</u> tools and <u>skillful</u> practitioners can extract <u>actionable</u> information from</p>	10

		<p>practically any device that a government, private agency, or even a skillful individual might encounter.</p> <p>This paper argues that we have been in a "Golden Age of Digital Forensics," and that the Golden Age is quickly coming to an end. Increasingly organizations encounter data that cannot be analyzed with today's tools because of format incompatibilities, encryption, or simply a lack of training. Even data that can be analyzed can wait weeks or months before review because of data management issues. Without a clear research agenda aimed at dramatically improving the efficiency of both our tools and our very research process, our hard-won capabilities will be degraded and eventually lost in the coming years.</p> <p>This paper proposes a plan for achieving that dramatic improvement in research and operational efficiency through the adoption of systematic approaches for representing forensic data and performing forensic computation. It draws on more than 15 years personal experience in computer forensics, an extensive review of the DF research literature, and dozens of discussions with practitioners in government, industry, and the international forensics community. (287 words) (source: https://doi.org/10.1016/j.diin.2010.05.009)</p>	
4.	a.	"Negotiation and Conflict management are default elements of human survival" Elucidate the statement in about 150 words.	10
5.	a.	"Progress of any organization depends on its leadership". Discuss the statement in about 150 words. Substantiate your answer with examples.	10
		TOTAL	50