

Council for Technical Education and Vocational Training
Office of the Controller of Examinations
Sanothimi, Bhaktapur
Back Exam-2079, Ashadh

Program: Engineering All

Full Marks: 40

Year/Part: I/I (2013)

Pass Marks: 16

Subject: Communication English

Time: 1 hr. 30 min.

Candidates are required to give their answers in their own words as far as practicable. The figures in the margin indicate full marks.

Group 'A'

Attempt any FIVE questions.

[5×4=20]

1. Is technical writing similar to the common writing? How?
2. What are business letters? Explain its types.
3. Make a neat and clean chart of "Process of Communication" and describe it.
4. What is meeting? What are its types?
5. Describe various techniques used by technical writers for good technical writing.
6. Explain the important of contemporary communication tools in the present world.

Website:-<https://www.arjun00.com.np>

Group 'B'

Attempt ALL questions.

[4×5=20]

7. Write an application letter for a job of an Automobile Engineering in any firm advertised in The Kathmandu Post. Prepare it with your CV.
8. Imagine that you have visited a firm of automobile recently. Write a report outlining the attractions of the industry.
9. Write a memo to all the students in your college on behalf of Students Union to donate blood and help the course of blood donation camp going to be held in Butwal on October 25th at your college.
10. Prepare a minute of Albelo Automobiles which had meeting on Sep. 10, 2021 on the following agendas:
 - 6.01: Adopt the minute of the last meeting
 - 6.02: Appointment of the new Marketing Manager
 - 6.03: Proposal for the extension of the new branches
 - 6.04: Schedule for the next meeting

Good Luck !