Name of Subject	English for General and Professional Communication		DEPT :-		ES&H	

Year(SE/TE/BE):- FE/FT			Subject Code:-		HSMC 1101	

Faculty Incharge	Dr. Amol Dapkeker, Lt. Dr. Nivant Kambale, Ms. Jyoti Vanawe	

Sr No.	Questions	CO	RBT	Marks	Type	Pi
1	Define communication and list its elements.	CO1	A	2	T	10.1.1
2	Identify the barrier and subtype in the following examples. 1.In a multinational team meeting, an American manager, accustomed to maintaining a larger personal space, steps back when a colleague from a Middle Eastern country stands closer during a discussion.	CO1	U	2	T	10.1.1
3	Differentiate between verbal and non-verbal communication.	CO1	R	2	T	10.2.1
4	Discuss any three disadvantages of grapevine communication.	CO1	R	2	T	10.1.1
5	Identify the sender, message, channel, receiver and feedback in the following A job applicant submits her job application on a company's website and receives a call letter for an interview.	CO1	A	2	N	10.2.1
6	A manager sent an important email, but the recipient claims they never received it. What could be the reason for this communication failure?	CO1	A	2	N	10.1.1
7	Define horizontal communication in an organization.	CO1	R	2	T	10.1.1
8	You are listening to a podcast while commuting. Identify two barriers that could hinder your listening process and explain how you might overcome them.	CO1	A	2	N	10.2.1
9	How is kinesics different from proxemics in non-verbal communication	CO1	U	2	T	10.1.2
10	What does crossed arms during a conversation typically indicate in non-verbal communication?	CO1	R	2		10.1.1
11	Define cross-cultural barriers in communication and explain their impact on effective communication.	CO1	U	2	T	10.2.1
12	Explain the process of communication with the help of a suitable diagram. Describe each element involved in the process.	CO1	U	5	T	10.2.1
13	State the characteristics of Oral Communication.	CO1	R	5	T	10.2.1
14	Explain the importance of non-verbal communication in professional settings.	CO1	U	5	T	10.2.1
15	"The most important thing in communication is hearing what isn't said." Keeping this statement in mind, explain the importance of body language in our day-to-day communication.	CO1	U	5	N	10.1.1
16	A team in a multinational corporation faces issues in their project due to miscommunication. As the project manager, analyze the potential communication barriers and suggest strategies to overcome them.	CO1	A	5	N	10.2.1
17	Explain the process of communication with the help of a diagram.	CO1	U	5	T	10.1.1
18	Define Horizontal Communication and compare its advantages and disadvantages.	CO1	A	5	T	10.1.2
19	Compare and contrast verbal and non-verbal communication in terms of their effectiveness, advantages, and limitations.	CO1	A	5		10.1.1
20	In a multicultural workplace, an employee from one country finds it difficult to communicate with colleagues from another cultural background. Identify the cross-cu	CO1	A	5	N	6.1.1
21	Define barriers to communication and explain any three types with examples.	CO1	C	5	T	9.2.1
22	Explain the different types of organizational communication with suitable examples.	CO1	U	5		6.1.1
23	"Effective communication is essential for the success of individuals, organizations, and society as a whole. However, there are various barriers that can hinder the communication process. Discuss and analyze the major barriers to communication, providing examples and suggestions for overcoming these obstacles.	CO1	A	10	T	9.2.1
24	Define Communication. Elaborate briefly on the objectives and importance of Communication.	CO1	V	10	T	10.1.1
25	Describe the different types of organizational communication (upward, downward, horizontal, and grapevine communication) and analyze their importance in maintaining an effective communication system within an organization. Provide examples of how each type of communication can influence organizational success and employee morale.	CO1	A	10	T	10.1.2
26	In a financial services company, rumors start circulating through the grapevine that there will be massive layoffs due to a recent merger. The management has not officially communicated any plans regarding layoffs, but the rumor spreads rapidly, causing anxiety among employees. Productivity drops as employees become more focused on their job security rather than their work. Despite multiple reassurances from managers, the lack of official communication leads to mistrust, and the rumor persists. Question: Analyze the impact of grapevine communication in this situation. How did the absence of clear and timely official communication contribute to the spread of rumors? Discuss the potential positive and negative effects of grapevine communication within an organization. What steps could the management take to address the concerns raised by the grapevine and restore trust among employees?	CO1	A	10	N	9.2.1
27	In a large manufacturing company, a new policy regarding shift schedules is introduced by the top management to improve productivity. The policy is communicated to the employees through a series of downward communications, including emails and department meetings. However, several issues arise: employees feel that their concerns about the new shifts are not being heard, and many believe the policy was implemented without considering their work-life balance. As a result, there is growing dissatisfaction, and productivity declines. Some employees attempt to communicate their concerns to management through their supervisors, but the feedback is either not passed on or is dismissed. Question: Analyze the effectiveness of the upward and downward communication in this case. Identify the key challenges faced by the organization in implementing the new policy and discuss the impact of these communication flows on employee morale and productivity. What measures could the organization take to ensure a more effective communication process that considers both upward and downward flows?	CO1	A	10	N	10.2.1
28	Define non-verbal communication and explain its importance in conveying messages effectively. Discuss the various types of non-verbal communication, including body language, facial expressions, gestures, and posture. How do these non-verbal cues complement or contradict verbal communication in interpersonal interactions?	CO1	A	10	T	10.1.1
29	Differentiate between kinesics, proxemics, haptics, and chronemics as types of non-verbal communication. Provide suitable examples for each.	CO1	A	10	T	10.2.1
30	Explain the process of communication with a well-labeled diagram. Describe the role of each element involved in the communication process.	CO1	A	10	T	10.2.1
31	A global organization is facing cross-cultural communication barriers among employees from different countries. Identify the major barriers and suggest solutions to improve communication across cultures.	CO1	A	10	N	10.1.2
32	Define barriers to communication and explain any four types of barriers with suitable examples.	CO1	U	10	T	10.1.2
33	A company is launching a new product and wants to ensure effective communication with customers, employees, and stakeholders. How can the objectives of communication be applied to create a successful marketing and internal communication strategy? Provide suitable examples.	CO1	A	10	N	10.1.2
34	Differentiate between free morphemes and bound morphemes with examples.	CO2	U	2	T	10.1.2
35	Identify the morphological process used in the formation of the word "brunch" and explain briefly.	CO2	A	2	T	10.1.1
36	Explain the difference between homonyms and homophones with examples.	CO2	U	2	T	10.1.1
37	Give two examples of industry-specific jargon used in the IT sector and explain their meanings.	CO2	A	2	T	10.1.1
38	What is reduplication in word formation? Provide an example.	CO2	A	2	T	10.1.1
39	Explain the significance of eponyms in the field of science, providing an example where it has influenced modern terminology.	CO2	U	2	T	2.1.1
40	Describe the jargon with its purpose in brief.	CO2	U	2	T	10.1.1
41	Illustrate the concept of Morpheme and its types with examples.	CO2	A	2	T	10.2.1
42	What is back-formation? Provide one example.	CO2	R	2	T	10.1.1
43	Discuss the three types of compound words with their examples.	CO2	U	2	T	6.1.1
44	What is a back-formation? Provide an example.	CO2	R	2	T	10.1.1
45	Explain how abbreviations and acronyms are formed. Provide examples and discuss their role in modern communication.	CO2	U	5	T	10.1.1
46	How do homonyms create ambiguity in communication? Discuss with examples and suggest ways to avoid misunderstandings.	CO2	A	5	T	10.2.1
47	Discuss the impact of technology and globalization on word formation. How have new words emerged in recent years due to these influences?	CO2	A	5	T	10.1.2
48	Analyze the impact of eponyms on language development. Provide examples from science, technology, and everyday language.	CO2	A	5	T	10.2.1
49	Explain the process of compounding in word formation and provide examples of different types of compounds.	CO2	U	5	T	10.2.1
50	Explain the concept of reduplication with suitable examples.	CO2	U	5	T	10.1.1
51	Explain the differences between homonyms, homophones, and homographs with suitable examples.	CO2	U	5	T	4.3.4
52	Analyze the role of jargon in professional communication and discuss its advantages and disadvantages.	CO2	A	5	T	7.1.1
53	Explain the concept of conversion in morphology. Provide examples of words that undergo conversion and discuss how their grammatical categories change.	CO2	U	5	T	4.3.4
54	Provide examples of industry-specific jargon in the manufacturing and engineering industries. Explain how this specialized terminology improves communication among professionals in these sectors.	CO2	U	5	T	7.1.1
55	How does the historical origin of an eponym reflect the cultural values of its time? Provide a specific example.	CO2	A	5	T	9.2.1
56	Examine the impact of word formation processes on the evolution of the English language. How do these processes contribute to linguistic diversity and adaptability? Provide relevant examples.	CO2	A	10	T	7.1.1

No.	Question	CO	Level	Marks	T/N	Code
57	Discuss the role of blending and compounding in modern English. How have social media, branding, and technology influenced these processes? Provide at least five contemporary examples of each.	CO2	A	10	T	12.2.2.
58	Critically analyze the differences between initialisms, acronyms, and contractions. How does their usage vary across formal and informal communication? Provide examples to illustrate your points.	CO2	A	10	T	7.1.1
59	Discuss how technological advancements and globalization have influenced language evolution, particularly in the creation of new words. Provide at least five examples of words that have emerged due to these influences.	CO2	A	10	T	9.1.2
60	A new industry is developing innovative AI-based technologies, leading to the creation of new technical terms. As a linguist, how would you categorize and analyze the word formation processes involved in coining these new terms? Support your answer with examples.	CO2	A	10	N	7.1.1
61	Explain the concepts of Morpheme, Jargon, Initialism, and their types with suitable examples.	CO2	A	10	T	10.1.1
62	Describe the concepts of conversion and compounding with appropriate examples.	CO2	A	10	T	10.1.2
63	Illustrate the concepts of abbreviation, contraction, and acronym with appropriate examples.	CO2	A	10	T	10.1.1
64	Define the word formation process and explain conversion, compounding and blending in the word formation process with suitable examples.	CO2	A	10	T	10.1.1
65	Define the word formation process and explain any five types of word formation with appropriate examples.	CO2	A	10	T	10.1.2
66	Explain the concepts of Reduplication, blending, and contraction with their types and suitable examples.	CO2	A	10	T	10.2.1
67	Define listening and explain its significance in communication.	CO3	R	2	T	2.1.1
68	Identify two techniques that can improve active listening skills.	CO3	A	2	T	7.1.1
69	Explain the concept of skimming in reading and provide an example	CO3	U	2	T	9.2.1
70	List two essential elements of effective speaking.	CO3	R	2	T	7.1.1
71	Identify two barriers to effective listening and suggest ways to overcome them.	CO3	A	2	T	7.1.1
72	How do abstract and precis differ from each other?	CO3	R	2	T	10.1.1
73	A manager receives a poorly structured email from a team member. Based on the case study, suggest two ways the team member could improve the clarity and effectiveness of their email.	CO3	U	2	N	10.3.2
74	When conducting research, how can skimming help you decide whether a source is relevant to your topic?	CO3	U	2	N	6.1.1
75	Why is preparation important for effective communication in speaking?	CO3	A	2	T	9.3.1
76	What is the primary goal of intensive reading. How does it differ from extensive reading?	CO3	A	2	T	10.1.1
77	What role does filtering play in the process of listening?	CO3	R	2	T	10.1.1
78	Explain the process of listening with suitable examples.	CO3	U	5	T	10.1.1
79	Describe how each step of the SQ3R method contributes to better retention of information.	CO3	A	5	T	10.2.1
80	Differentiate between listening and hearing with suitable examples.	CO3	U	5	T	10.1.1
81	Differentiate between summarization, précis writing, and paraphrasing with examples.	CO3	U	5	T	10.2.1
82	Differentiate between Proofreading and Editing with suitable examples.	CO3	U	5	T	10.1.1
83	A manager reads several business articles to stay updated on industry trends without focusing on every detail. Based on the case study, how does extensive reading benefit the manager, and what distinguishes it from intensive reading?	CO3	R	5	N	10.1.1
84	Listening is a skill of critical significance in all aspects of our lives—from maintaining our personal relationships to getting our jobs done to taking notes in class to figuring out which bus to take to the airport. With reference to this context, explain the process of Listening.	CO3	U	5	T	10.1.1
85	Maria, a high school student, excels academically but is very shy and struggles with speaking in class. Her teachers notice that she avoids participating in group discussions and is hesitant to present her ideas in front of others. This is affecting her grades in subjects that require oral presentations. What are the possible effects of poor speaking skills on Maria's self-confidence and social interactions? What strategies can Maria use to overcome her fear of speaking in class?	CO3	A	5	N	10.2.1
86	Describe the main types of editing, such as substantive editing, copy editing, and line editing. Provide examples of the specific issues each type of editing addresses.	CO3	U	5	T	10.1.1
87	List down few characteristics of Narrative and Descriptive writing explaining how do they differ from each other.	CO3	A	5	T	10.1.1
88	Explain the SQ3R method of reading. How does it help improve comprehension and retention of information in academic texts? Provide a step-by-step description of the process.	CO3	A	5	T	12.1.2
89	Explain the various types of writing styles (Expository, Narrative, Descriptive, and Persuasive) with suitable examples.	CO3	A	10	T	12.1.2
90	Your friend struggles with reading comprehension during exams. Using the SQ3R technique, create a step-by-step guide to help them improve their reading skills.	CO3	A	10	N	10.1.1
91	A group of students struggles to express their thoughts clearly in interviews and group discussions. As a communication trainer, design a step-by-step training plan to improve their speaking skills.	CO3	A	10	N	10.2.1
92	Your organization wants to improve reading efficiency among employees to help them process reports and emails faster. Propose an action plan using different readi	CO3	A	10	T	10.2.1
93	Elaborate on the various types of Listening- Comprehensive, Informational, Appreciative, Emphathetic and Discriminative listening with suitable examples. Also, provide the various stretegies that can be adopted to enahnce this skill.	CO3	A	10	T	10.2.1
94	Consider a scenario where a company is preparing a comprehensive report for an important client. The report must be clear, persuasive, and professional. The writing team consists of several members with varying levels of expertise in writing and editing. 1. How should the team approach the writing and editing process to ensure the final report meets high standards of clarity and persuasiveness? 2. What strategies can be implemented to address and improve the varying writing skills among team members? 3. How can the team balance individual contributions with a cohesive overall narrative?"	CO3	A	10	N	10.2.1
95	Discuss and elaborate on the various types of writing, providing examples and their distinct purposes.	CO3	A	10	T	10.1.1
96	Samantha, a senior analyst at a leading financial consultancy firm, has always been known for her exceptional analytical abilities. Her reports are thorough, data-driven, and insightful. However, Samantha has recently been promoted to a team lead position, which requires her to not only analyze data but also present her findings to clients, senior management, and her team. During her first few presentations in her new role, Samantha faced significant challenges. She often stuttered, lost her train of thought, and struggled to engage her audience. This led to her clients questioning her expertise and her team feeling disconnected. As a result, her self-confidence has been shaken, and she is beginning to doubt her ability to succeed in her new role. Samantha's supervisor has noticed her struggles and has suggested that she work on her speaking skills. The company is willing to provide resources, such as public speaking workshops, mentorship, and opportunities to practice in smaller settings. Samantha is determined to improve but is unsure where to start or how to effectively use the resources offered. Given Samantha's situation, analyze the importance of speaking skills in her new role as a team lead. Discuss how her current speaking challenges are affecting her performance and the perception of her abilities by others. Propose a detailed plan that Samantha can follow to enhance her speaking skills. This plan should include both short-term and long-term strategies, leveraging the resources available to her and incorporating techniques for building confidence, engaging the audience, and delivering clear and persuasive presentations.	CO3	A	10	N	10.1.1
97	Explain the four main types of reading—skimming, scanning, extensive, and intensive reading. For each type define the purpose and objectives of that reading.	CO3	A	10	T	10.2.1
98	Explain the different types of editing and how each type can be applied effectively in various stages of the content creation process.	CO3	A	10	T	10.2.1
99	Read the following passage and answer the questions below: The human psyche harbors a deep-seated yearning for agency, a compelling need to believe that our actions shape our destinies. We strive to impose order on the chaotic tapestry of existence, to find patterns where randomness reigns. Yet, the universe, indifferent to our aspirations, often unfolds in ways that defy our expectations. This dissonance between our desire for control and the reality of chance gives rise to a persistent illusion. We construct elaborate mental models of the world, filled with cause-and-effect relationships that provide a comforting sense of predictability. We attribute successes to our skills and failures to external factors, reinforcing the belief in our ability to influence outcomes. However, beneath the veneer of control lies a complex interplay of forces, both internal and external, that shape our lives in ways that are often beyond our comprehension. The stock market, a microcosm of uncertainty, serves as a poignant example. Investors pour over financial data, construct intricate trading strategies, and make decisions based on perceived patterns. Yet, market fluctuations are driven by a myriad of factors, from global economic trends to investor sentiment, making it nearly impossible to predict with certainty.The illusion of control in such an environment can lead to costly mistakes. Similarly, in our personal lives, we often cling to the belief that we can dictate the course of events. We set goals, make plans, and exert effort, only to find that life has other ideas. Illnesses, accidents, and unforeseen circumstances can disrupt even the most meticulously crafted blueprints. It is in these moments of adversity that the fragility of our control illusion becomes apparent. To relinquish the illusion of control is not to surrender to passivity. Rather, it is to embrace the reality of uncertainty with equanimity. It is to recognize that while we can influence our circumstances, we cannot dictate them. By cultivating a sense of acceptance and adaptability, we can navigate life's challenges with greater resilience and find meaning even in the midst of chaos. 1. What is the central theme of the passage? (2 marks) 2. Explain the author's viewpoint on the human desire for control. (2 marks) 3. How does the author illustrate the concept of the illusion of control? (2 marks) 4. What does the author suggest as a response to the illusion of control? (1 mark) 5. Summarize the passage (3 marks)	CO3	A	10	N	10.2.1
100	Why is digital content creation essential for modern businesses?	CO4	R	2	T	10.1.1
101	What exactly does the structure of a business letter mean?	CO4	R	2	T	10.2.1
102	What are the characteristics of effective digital content?	CO4	A	2	T	10.2.1
103	In what way is complete block format different from semi block format?	CO4	R	2	T	10.2.1
104	List down the optional elements of the letter in brief.	CO4	U	2	T	10.1.1
105	List down the types of reports based on Function.	CO4	U	2	T	10.1.1
106	Why is maintaining a professional and courteous tone important in business communication?	CO4	U	2	T	10.2.1
107	Differentiate between solicited and unsolicited letter.	CO4	A	2	T	10.2.1

No.	Question	CO		Marks		
108	A fashion brand switched to using videos and online lookbooks instead of traditional print ads. How can the brand measure the success of its new online marketing strategy?	CO4	A	2	N	10.1.1
109	Draw a diagrammatic representation of the Semi Block format.	CO4	R	2		10.2.1
110	Describe the role of the 'Enclosure' in a business letter.	CO4	U	2	N	10.1.1
111	Elaborate in detail the different types of reports on the basis of importance.	CO4	A	5	T	10.2.1
112	Explain in detail the structure of a business letter, explaining all the elements in detail	CO4	A	5	T	10.2.1
113	Discuss the importance of Email writing. List the mandatory elements to keep in mind while writing professional emails.	CO4	A	5	T	10.2.1
114	Elaborate the process of digital content creation.	CO4	A	5	T	10.2.1
115	Explain the fundamental characteristics of a good report structure.	CO4	U	5	T	10.1.1
116	Provide some of the guidelines to be followed while preparing a notice for a meeting. Frame a notice for a meeting along the similar lines.	CO4	U	5	N	10.2.1
117	Discuss the role of ethics in professional email communication.	CO4	A	5	T	10.2.1
118	Imagine you are the Secretary of a company. Draft a Notice and Agenda for an upcoming Board of Directors meeting regarding the approval of the annual budget.	CO4	A	5	T	10.2.1
119	Explain the importance of Notice, Agenda, and Minutes in an organization's official communication. Provide examples to illustrate their role.	CO4	A	5	T	10.2.1
120	Discuss the ethical considerations in digital content creation for social media.	CO4	A	5	T	10.2.1
121	As a Manager of New India Hotel, Mumbai, write a claim letter to the General Manager of Bharat Potteries, M.G Road, New Delhi, telling him that most of the content which you had ordered from their firm has reached you in a damaged condition. Demand replacement or suitable compensation. Invent necessary details.	CO4	A	5	N	10.2.1
122	Explain the primary purposes of email communication and the ethical considerations that should guide email writing. Provide specific examples of situations where adhering to ethical email practices is crucial.	CO4	A	10	T	10.2.1
123	A small, eco-friendly fashion brand aims to expand its online reach and attract a younger, environmentally conscious audience. Elaborate on some essential tips for creating compelling content. Develop a digital content strategy including: target audience, content pillars, formats, distribution channels and Key Performance Indicators.	CO4	A	10	N	10.1.1
124	Explain in detail the mandatory elements in the structure of a business letter.	CO4	A	10	T	10.2.1
125	Outline the standard structure of a formal report, explaining its key components and how it can be adapted for different purposes and audiences.	CO4	A	10	T	10.1.1
126	Write an email to the CEO of a popular ride-sharing app, proposing a partnership with your electric scooter company. Explain the benefits of the partnership for both companies.	CO4	A	10	N	12.1.2
127	You are the secretary of the Student Council of your college. A meeting of the council is to be held to discuss the upcoming annual college fest. 1. Draft a formal notice for the meeting, including necessary details such as date, time, venue, and purpose of the meeting. (3 marks) 2. Prepare a comprehensive agenda for the meeting, covering important topics for discussion. (3 marks) 3. Draft the minutes of the meeting, accurately reflecting the discussions, decisions, and action points. (4 marks)	CO4	A	10	N	5.1.1
128	Your organization is shifting to a new office location. Draft a formal email to all employees informing them about the relocation, including details such as the new address, moving date, and any important instructions.	CO4	A	10	T	10.2.1
129	As a purchase manager of Tech Computers, 9 S.V road Borivali, Mumbai 400011, you have ordered two dozen personal computers from Hindustan Computers Limited, 140 M.G Road, Banglore-5000011. When the consignment arrived, you found some of the prices in the damaged condition. Write a complaint letter to the sales manager of the company asking for repair, replacement, or compensation.	CO4	A	10	N	12.1.2
130	Your college is organizing an Inter-College Technical Fest. As the Event Coordinator, draft the following documents for the first Organizing Committee Meeting to discuss:Event Planning,Budget Allocation and Sponsorship Strategies.Prepare the following: Notice for the meeting, informing the members about the date, time, and venue. Agenda listing the key discussion points. Minutes of the Meeting summarizing the discussions and decisions made.	CO4	A	10	T	11.1.2
131	Draft an enquiry letter requesting a quotation for the bulk purchase of office furniture, including details such as the types of furniture required (e.g., desks, chairs, cabinets), quantity, quality specifications, delivery timelines, and any discounts available for bulk orders.(Use Comlete-Block format)	CO4	A	10	T	10.1.1
132	Write a formal complaint letter to a supplier regarding the delayed delivery of office furniture, which has caused inconvenience to your organization. Mention the order details, the expected delivery date, the actual delay, and request immediate action or compensation.(Use Semi-Block format)	CO4	A	10	T	10.1.1
133	What is technical writing, and why is it essential in professional settings?	CO5	R	2	T	10.2.1
134	Name two key components of a technical research paper.	CO5	R	2	T	10.1.1
135	Define plagiarism and mention one method to avoid it in technical writing.	CO5	R	2	T	10.1.2
136	Why are manuals critical in engineering documentation?	CO5	R	2	T	10.3.2
137	How does clarity in technical writing impact the effectiveness of a document?	CO5	U	2	T	2.4.4
138	Which are the three fundamental factors to write effective technical research paper?	CO5	R	2	T	10.2.2
139	How illustrations are useful to preapre technical documents?	CO5	U	2	T	6.1.1
140	What are the characteristics that distinguish technical writing from general writing?	CO5	U	2	T	7.2.2
141	Mention two key fields where technical writing is extensively used and explain why.	CO5	U	2	T	10.2.1
142	State two common mistakes made in technical writing and suggest a way to avoid one of them.	CO5	U	2	T	7.2.1
143	What is the importance of selecting a fresh and interesting topic for a research paper?	CO5	U	2	T	10.3.2
144	Why is the literature review section important in a research paper?	CO5	U	2	T	10.1.2
145	What are the key characteristics of effective technical writing? Explain how they contribute to successful communication.	CO5	U	5	T	10.2.2
146	Define technical writing and explain its role in simplifying complex information for different audiences.	CO5	U	5	T	10.3.2
147	Compare the features and benefits of any two modern technical writing tools. How do they cater to the needs of technical writers?	CO5	U	5	T	10.1.1
148	Explain the importance of creating an outline for a research paper. How does it ensure a logical flow of ideas?	CO5	A	5	T	10.2.1
149	Discuss the importance of including notes, precautions, and warnings in user manuals. Provide examples to support your answer.	CO5	A	5	T	10.1.1
150	Outline the main components that should be included in an engineering manual and their purposes.	CO5	A	5	T	10.1.1
151	Discuss the impact of technical writing on the efficiency of technical processes and communication within an organization.	CO5	U	5	T	10.2.1
152	Explain the purpose of the introduction and conclusion sections in a technical research paper.	CO5	U	5	T	10.1.1
153	Describe two methods to avoid plagiarism in technical writing and why they are effective.	CO5	A	5	T	10.1.1
154	Discuss three key principles for writing effective instructions in technical documentation.	CO5	U	5	T	12.1.2
155	Explain how professionalism in technical writing affects the document's credibility and user trust.	CO5	A	5	T	10.2.1
156	Provide an overview of the different categories of technical writing and discuss their specific applications with examples.	CO5	U	10	T	12.1.2
157	What are the key guidelines for effective technical writing? Discuss how following these guidelines enhances user engagement and understanding. Provide relevant	CO5	U	10	T	12.1.2
158	Analyze the role of technical writing in facilitating clear communication in complex technical fields. Include examples of different types of technical documents (e.g., user manuals, research papers) and their specific contributions to effective communication.	CO5	A	10	T	10.1.1
159	Provide a detailed analysis of the structure of a technical research paper. Discuss the purpose and content of each section (e.g., Abstract, Introduction, Methods, Results, Discussion, Conclusion) and how they contribute to the presentation of research.	CO5	A	10	T	10.1.1
160	Discuss the ethical implications of plagiarism in technical writing. Include strategies for ensuring originality and proper citation practices, and explain how these practices contribute to the credibility of technical documents.	CO5	A	10	T	10.2.1
161	Create a comprehensive guide on best practices for writing engineering documentation, including instructions and manuals. Discuss elements such as organization, clarity, accuracy, and usability, providing examples for each.	CO5	A	10	N	10.1.1
162	Compare and contrast different genres of technical writing, such as technical research papers and engineering manuals. Discuss the specific requirements and challenges associated with each genre.	CO5	A	10	T	10.2.1
163	Evaluate how technical writing influences user experience in technical products and systems. Discuss how well-written documentation can enhance user satisfaction and reduce errors.	CO5	A	10	N	12.1.2
164	Propose and justify strategies for overcoming common issues in technical communication, such as jargon, ambiguity, and information overload. Provide examples of how these strategies can improve the clarity and effectiveness of technical documents.	CO5	A	10	T	10.2.1
165	Discuss any five key attributes of technical writing and explain how they contribute to clarity, precision, and professionalism in technical documents. Provide examples for each atribute.	CO5	A	10	T	12.1.2
166	Identify five common mistakes in technical writing and discuss their impact on the effectiveness of communication. Suggest strategies to avoid these mistakes in professional contexts.	CO5	A	2	T	10.2.1
167	What are presentation skills, and why are they important in today's professional world?	CO6	R	2	T	10.2.1
168	What are the key components of a clear outline in a presentation?	CO6	R	2	T	10.2.1
169	What is the purpose of a captivating opening in a presentation?	CO6	U	2	T	10.1.1
170	List two methods to hook the audience at the beginning of a presentation.	CO6	U	2	T	10.1.1
171	What does the acronym 5W1H stand for in the context of presentation skills?	CO6	R	2	T	10.1.1
172	Name one technique that enhances the effectiveness of a presentation.	CO6	R	2	T	10.2.1
173	Why is understanding your audience important for a successful presentation?	CO6	U	2	T	10.2.1
174	How can positive body language impact a presentation?	CO6	U	2	T	10.1.1
175	What is one key aspect of vocal delivery that contributes to an effective presentation?	CO6	U	2	T	10.3.1
176	What is one key element to consider during the planning phase of a presentation?	CO6	U	2	T	2.3.1
177	What is one strategy for effectively managing a Q&A session after a presentation?	CO6	U	2	T	2.4.4
178	Discuss the role of interactive activities in enhancing audience engagement during a presentation.	CO6	U	5	T	3.2.1
179	Why is a strong conclusion important in a presentation, and how can it leave a lasting impression?	CO6	U	5	T	3.2.1
180	Explain the purpose of a call to action at the end of a presentation and provide an example.	CO6	A	5	T	2.1.2

181	Discuss the impact of maintaining eye contact and using purposeful gestures during a presentation.	CO6	A	5	T	2.4.4
182	Explain how each component of the 5W1H (Who, What, When, Where, Why, How) contributes to building a successful presentation.	CO6	U	5	T	3.2.1
183	Describe three techniques that can make a presentation more engaging and memorable.	CO6	U	5	T	10.2.1
184	Discuss how analyzing your audience before a presentation can influence the content and delivery of your presentation. Provide examples of how to adapt your presentation based on different audience types.	CO6	U	5	N	7.1.1
185	Analyze the role of body language in presentations. Discuss at least three specific body language cues and how they can impact the audience's perception of the presenter.	CO6	U	5	T	10.1.2
186	Explain three techniques for improving vocal delivery in presentations. Discuss how these techniques affect audience engagement and comprehension.	CO6	U	5	T	6.1.1
187	Detail the importance of each of the 3 Ps (Planning, Preparing, Practicing) in delivering a successful presentation. Provide examples of activities or considerations involved in each stage.	CO6	U	5	T	10.1.1
188	Outline a strategy for handling challenging questions during a Q&A session. Include tips for maintaining control of the session and ensuring clear communication.	CO6	U	5	T	2.3.1
189	You are assigned to deliver a technical presentation on "Sustainable Engineering Practices" to a mixed audience of students and professionals. How would you modify your content, tone, and delivery style to make the presentation effective?	CO6	A	10	N	3.2.2
190	A company is launching a new AI-based product, and the manager is preparing a presentation for investors. However, the team struggles with structuring the presentation effectively.	CO6	A	10	N	12.1.2
191	Question: Suggest a structured approach using the 3 P's of Presentation (Planning, Preparing, Practicing) to ensure clarity, impact, and audience engagement.	CO6	A	10	T	7.2.1
192	Why is audience analysis a critical part of presentation success? Provide real-world scenarios where a lack of audience analysis led to ineffective presentations.	CO6	A	10	T	9.1.1
193	Provide a detailed analysis of how applying the 5W1H framework (Who, What, When, Where, Why, How) can enhance the preparation and delivery of a presentation. Include practical examples for each component.	CO6	A	10	T	9.2.1
194	Discuss in-depth various techniques for delivering effective presentations. Include strategies for engaging the audience, using visual aids, and managing presentation anxiety. Provide examples of how these techniques can be applied in different presentation contexts.	CO6	A	10	T	2.2.2
195	Analyze the process of audience analysis and adaptation in detail. Discuss methods for assessing audience needs and expectations, and explain how adapting your content and delivery can improve presentation effectiveness. Provide examples for different types of audiences.	CO6	A	10	T	9.1.2
196	Evaluate how body language and vocal delivery influence the effectiveness of a presentation. Discuss specific body language behaviors and vocal techniques, and explain how they contribute to building rapport, conveying confidence, and enhancing message clarity. Provide real-life examples or scenarios.	CO6	A	10	N	9.3.1
197	Examine the three stages of preparation (Planning, Preparing, Practicing) for a successful presentation. Provide a detailed guide for each stage, including strategies for effective planning, thorough preparation, and practice methods. Include examples of how each stage contributes to overall presentation success.	CO6	A	10	T	6.1.1
198	Provide a comprehensive strategy for handling difficult or unexpected questions during a Q&A session. Discuss techniques for staying composed, providing clear and concise answers, and managing any potential conflicts or misunderstandings.	CO6	A	10	T	2.4.3
199	Create a detailed plan that integrates the various techniques and strategies discussed (5W1H, audience analysis, body language, vocal delivery, planning, preparation, practice, and Q&A handling) into a cohesive approach for delivering outstanding presentations. Include how to apply these strategies to different types of presentations (e.g., business meetings, academic conferences, public speaking).	CO6	A	10	N	7.2.1
200	Analyze the benefits of simulating a Q&A session during practice to prepare for real audience interactions.	CO6	A	10	N	10.1.1