



VIT[®]
Vellore Institute of Technology
(Vellore) (Chennai) (Sri Lanka) (Dubai) (New York) (London) (Australia)

Final Assessment Test - April 2025

Course: BENG101L - Technical English Communication

Class NBR(s): 0383 / 0391 / 0401 / 0407 / 0415 / 0423 /
0431 / 0439 / 0447 / 0455 / 0463 / 0471

Slot: B1

Time: Three Hours

Max. Marks: 100

- KEEPING MOBILE PHONE/ANY ELECTRONIC GADGETS, EVEN IN 'OFF' POSITION IS TREATED AS EXAM MALPRACTICE
- DON'T WRITE ANYTHING ON THE QUESTION PAPER

Answer ALL Questions
(10 X 10 = 100 Marks)

1. Outline the essentials of good communication and provide appropriate examples to strengthen your points.
2. Relate the following scenario to the process of communication and answer the questions that follow.

Urvashi works for an advertising company. Her brother Bhupinder is getting married and she needs leave for a week. She knows that her team leader Rakesh is very hard to tackle. So she thinks of the right words to use in her email. But before sending the email, she decides to formally invite him. On seeing her with an invitation and a box of sweets, Rakesh guesses it must be a family occasion. So he welcomes her with a smile and listens to her patiently. To Urvashi's surprise, he even tells her to take ten days off instead of a week provided she works late and helps in completing the two major projects soon after she resumes work. He also tells her to include this assurance in her email. Urvashi does as instructed and her leave gets sanctioned.

- i) Would you consider this scenario a case of perfect communication involving all communication processes? Give reasons.
- ii) If Urvashi had chosen to send only an email, what do you think would have happened?

3. a) Rewrite the following passage from Mithun's diary by rectifying errors of subject-verb agreement. [5]

It is 8.45 a.m. The preparations for the School Annual Sports Day celebration is in full flow. The school band as well as the house captains are getting ready for the march past. At 9 a.m., the principal walks in with the delegates for the event – the correspondent and chief guest, Mr. Raviram IPS. The Sports Day starts with the lighting of the torch. Every one of us are excited to see every one of our school champions running to pass the torch to the other champions. Suddenly, we are shocked to see our house champion Glenny's clothes on fire. Neither Glenny nor the spectators knows how this happened.

b) Complete the following conditionals by filling in the gaps with the right options. [5]

i) If water _____ (freezes/will freeze), it becomes ice.

ii) If I _____ (were/had been) a politician, I would rule in glory.

iii) Sunny _____ (would stop/will stop) by the market if he is not busy.

iv) If the team had won, it _____ (will enter/would have entered) the finals.

v) If the construction is complete, we _____ (will shift/would have shifted) to our villa.

4. a) Accent AI Solutions Pvt. Ltd. Requires freshers, who specialise in general Computer Science or AI and Machine Learning, for the post of junior software executives. Draft an appropriate resumé detailing your education qualification and other credentials.

OR

4. b) Write a persuasive Statement of Purpose for an MS degree programme of your choice to Princeton University, New Jersey, USA.

5. You are the purchase manager of Gigaton Electronics Pvt. Ltd. You order 6 HC black and white laser jet printers (Model XM0375 – black) from HC India Pvt. Ltd. But when the printers are delivered, you find that one of the printers is without a toner and another one has a cracked output tray. Write a **complaint letter** to the Sales Manager, HC India Pvt. Ltd., explaining the issue and requesting a replacement.

6. a) You are the production manager of Blaze Motors Ltd., a car manufacturing company. Draft a memo to other managers (Marketing, Sales, HR, IT, R&D) regarding a meeting to discuss new shift timings to speed up the launch of Adventure - the luxury sports car.

OR

6. b) Convert the following instructions into the impersonal passive to describe the process of creating a kitchen garden. Use discourse markers or cohesive linkers to link your sentences and present them in a neat paragraph.

- i. Plan the size of the plot.
- ii. Choose your backyard or terrace to start a kitchen garden.
- iii. Start your garden in a bright, sunny spot.
- iv. Use fertile soil enriched with compost.
- v. Choose organically grown plants and organic seeds.
- vi. Opt for plants that have high nutritional or medicinal value.

7. Prepare a summary for each of the following passages. Make sure to write the number of words at the end of the summary.

Passage A: The Dragons of Komodo

Reaching up to 10 feet in length and more than 300 pounds, Komodo dragons are the heaviest lizards on Earth. Komodo dragons have thrived in the harsh climate of Indonesia's Lesser Sunda Islands for millions of years. They prefer the islands' tropical forests but can be found across the islands. Female dragons lay about 30 eggs, which they bury in the earth until they hatch eight months later. When there aren't any males around, female Komodo dragons have other means of reproducing. As they have both male and female sex chromosomes, female dragons can reproduce asexually in a process called parthenogenesis.

Passage B: The Tale of Cocoa

Cocoa beans have been a prevalent part of Central American cultures, specifically the Mayan civilization, for hundreds of years. The Mayan civilization worshiped the cocoa tree and gave it the Latin name Cocoa which means "Food of the Gods." Cocoa was also used as a form of currency between their own civilizations and those they traded with. Eventually the Spanish discovered cocoa beans but kept the secret of production to themselves, which gave them the upper hand in a monopoly on the chocolate market in Europe. Around the mid-1600's the Spanish no longer monopolized the chocolate market. In the 1700's, a Frenchman opened the very first hot chocolate shop in London and soon chocolate became popular worldwide.

8. There are several Team Development Models that explain group development and change. Demonstrate your understanding of any model by **describing the major stages in detail.**
9. **Read the following scenario and answer the questions that follow.**

Vidhya Vikas Nursery School is a private school in the suburbs of Theni, Tamil Nadu. There are 7 teachers there who have a common staff room with a computer and internet facility. All of them require the computer for classroom preparation. But Narmada uses the computer more often and does not give others enough time to use it. She just doesn't care about others. This is how her colleagues react to her behaviour.

Arjun and Preeti: Everyone has a right to use the computer. It is not anyone's personal property. Why don't we allot time so that everyone gets a fair chance? Tell us when you want to use the computer and we will adjust for your sake.

Benson and Radha: Narmada is the principal's favourite. Let's not get into trouble. We'll walk out or go to the nearby tea stall if they start arguing.

Meera and Shahnaz: Narmada is not doing the right thing. But what to do? She is our friend. We have to support her at any cost.

- i) What are the conflict management styles that you find relevant in the scenario?
Explain how they apply to the characters mentioned.
- ii) What are the ways in which this conflict can be resolved? Is it only Narmada that needs to change?

10. Explain the **structure and significance** of a research paper.

↔↔↔ W/D/TY↔↔↔