



VIT

Vellore Institute of Technology
(Deemed to be University under section 3 of U.G. Act, 1956)

School of Social Sciences and Languages (SSL)
CONTINUOUS ASSESSMENT TEST - II
WINTER SEMESTER 2024-2025

24/3/2025
Oliver
Be 3
SLOT: F2

Programme Name & Branch : B.TECH
Course Code and Course Name : BENG101L and Technical English Communication

Faculty Name(s) : Laxmi Dhar Dwivedi, Vishnu Priya, Rukmini S, Denish Raja Durai, Joseph Rex Young, Blessy Sharon Samjose, Ankita Sundriyal, Rakesh Kumar Pankaj, Shivshankar Rajmohan, Srijani Chowdhury

Class Number(s) : VL2024250500535, 531, 612, 576, 594, 580, 606, 587, 599, 584
Date of Examination : 21-03-2025
Exam Duration : 90 minutes

Maximum Marks: 50

General instruction(s):

- Answer All Questions
- M - Max mark; CO - Course Outcome; BL - Blooms Taxonomy Level (1 - Remember, 2 - Understand, 3 - Apply, 4 - Analyse, 5 - Evaluate, 6 - Create)
- Course Outcomes
 1. Use grammar and vocabulary appropriately while writing and speaking
 2. Apply the concepts of communication skills in formal and informal situations
 3. Demonstrate effective reading and listening skills to synthesize and draw intelligent inferences

Q. No	Question	M	CO	BL
1.	As the purchase manager of a Bangalore-based IT firm, write a complaint letter to UniTech Ltd, Chennai, highlighting the damage which was discovered after checking the consignment containing data storage items. Invent the necessary details.	10	2	3
2.	The Board of Directors of Uniflex Ltd, Surat, held its tenth meeting of the year on 23rd Dec 2024 at 10 a.m. on the company premises. The agenda was as follows: <ul style="list-style-type: none"> • Minutes of the previous meeting • Decrease in sales in the current year leading to losses • Deputation of three senior officers to the USA for a training programme • Any other relevant issue Decisions Taken: <ol style="list-style-type: none"> 1. A strategic task force will be formed to analyze the decline in sales and propose corrective measures, with a report to be submitted in the next meeting. 2. The board approved the improvement of employee dining facilities, including better food quality and an upgraded dining space, with the Operations team overseeing the implementation. Board Secretary, Senior Manager, Finance, HR Manager, Operations Supervisor, and Marketing Executive are the attendees of the meeting. As secretary to the board meeting, write the minutes of the meeting.	10	2	3
3.	Paraphrase the following passages:		5	1 2



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	<p>a) Satellites can give us information about the weather. By sending up satellites with television cameras on board, we can get pictures of the clouds below. Each picture shows an area the size of one or more whole countries. By looking at these pictures, we can see bad weather before it comes to us. By getting warnings of hurricanes or typhoons in this way, people can get ready to shelter from them. Weather satellites can also show us when rain will come. Men are now trying to forecast weather all round the world with the help of satellites.</p>			
	<p>b) Cloud computing has revolutionized the way businesses store and process data by offering scalable and cost-effective solutions. It enables users to access computing resources on demand without the need for extensive hardware investments. Security and data privacy remain major concerns, prompting the development of advanced encryption techniques. The flexibility of cloud services supports remote work and global collaboration, making it indispensable in modern industries. As technology advances, innovations like edge computing and quantum computing are shaping the future of cloud infrastructure.</p>	5		
4.	<p>Nexa Corp launched a critical project with a diverse team led by Mr. Arvind, a newly-appointed manager. Initially, team members struggled with communication and collaboration, leading to missed deadlines. Recognizing the issue, Arvind implemented regular check-ins, encouraged open discussions, and delegated tasks based on individual strengths. Over time, morale improved, and the team successfully met their targets. Answer the following questions in about 150 words:</p> <ol style="list-style-type: none"> 1. What key leadership skills did Mr. Arvind demonstrate to strengthen team collaboration? 2. Assuming you are part of this team, what steps would you take to enhance teamwork and drive the project toward success? 	10	3	3
5.	<p>Mr. Nair and Dr. Ramyashree, teammates at TechNova Solutions, clash over project execution. Mr. Nair prefers a structured approach, while Dr. Ramyashree favors flexibility. As deadlines approach, Mr. Nair insists on the original plan, but Dr. Ramyashree pushes for last-minute changes. Their disagreement disrupts the workflow until the project manager steps in, urging resolution. Answer the following questions in about 150 words:</p> <ol style="list-style-type: none"> 1. Which conflict response style(s) can Mr. Nair and Dr. Ramyashree use to resolve their disagreement? Explain. 2. As a project manager, how would you help them handle this conflict constructively? 	10	3	3