

**VIT**Vellore Institute of Technology
(Deemed to be University under section 3 of UGC Act, 1956)
CHENNAI

Reg. Number: 25 BCE

Continuous Assessment Test (CAT) – I AUGUST 2025

Programme	: B.Tech	Semester	: Fall Semester 2025-2026
Course Code & Course Title	: (BAENG101) Technical English Communication	Class Number	: CH2025260103392
Faculty	: Prof. Marziya Begum	Slot	: A1+TA1
Duration	: 90 mins	Max. Mark	: 50

General Instructions:

- Write only your registration number on the question paper in the box provided and do not write other information
- Use statistical tables supplied from the exam cell as necessary
- Use graph sheets supplied from the exam cell as necessary
- Only non-programmable calculator without storage is permitted

Answer all questions

Q. No	Sub Sec.	Description	Marks	CO	BT Level
1.		You are part of the marketing team for a start-up that has developed a wearable health tracker that can detect early signs of heart disease. Your task is to create a document to convince hospital administrators to purchase and recommend this device to their patients. Using the taxonomy of technical writing, identify the most appropriate type of writing for this task. Justify your choice by explaining the main features of this writing style and provide one more practical example (different from the given case) where such writing is used.	10	2	2
2.		On 17th August 2025, a preparatory meeting for the upcoming National-Level Tech Symposium was held in the Conference Hall at 11:00 AM. It was chaired by the HOD of Computer Science, with faculty coordinators, student representatives and committee heads present. The discussion revolved around preparations for an upcoming large-scale academic event scheduled for next month. The theme " <i>AI for Sustainable Development</i> " was approved. A budget of ₹1,50,000 was allocated and tasks were assigned to different teams. The meeting concluded after all members had shared their suggestions, with the next review meeting scheduled before the end of the week. As the Recording Secretary, draft the Minutes of the Meeting.	10	2	3
3.		Read the following poor description. Give a suitable title for the write up and, using the techniques of technical writing, rewrite the description to make it more appealing, precise and professional.	10	2	2

		<i>This smartwatch can tell time and also do other things. It is small and fits on your wrist. You can see messages and calls on it. It has some buttons and a screen. The watch comes in different colors. You can use it for sports or just daily use. It has a battery that lasts for some time. It can also show your heart rate. People can use it with phones. It is good for people who like watches and technology. The strap is soft and can be worn for many hours. The screen lights up when you touch it. You can wear it when you are outside or inside. Many people think it is a nice thing to have.</i>			
4.		Answer all the MCQs by choosing the most appropriate option: I. What tense is used in the sentence? <i>By 5 p.m. tomorrow, he will have been working on the report for eight hours.</i> a) Future Perfect b) Future Continuous c) Future Perfect Continuous d) Present Perfect Continuous II. Convert the sentence into past continuous tense: <i>I write a letter at 7 p.m.</i> a) I was writing a letter at 7 p.m. b) I wrote a letter at 7 p.m. c) I had written a letter at 7 p.m. d) I will be writing a letter at 7 p.m. III. Fill in the blank: <i>The company _____ launched a product like this before the crisis began.</i> a) has never b) had never c) never has d) never had IV. Identify the sentence that is NOT in the past perfect tense: a) I had seen the movie before. b) We had waited for hours. c) They had gone to bed when the phone rang. d) She was cooking dinner when I called. V. Fill in the blank: <i>Either the manager or the employees _____ going to attend the meeting.</i> a) is b) are c) were d) be	10	3	3

	VI. Which sentence contains an error in subject-verb agreement? a) The pack of wolves is hunting in the forest. b) The legs of the chair are broken. c) The sound of the waves are calming. d) The handle of the door is loose. VII. Identify the type of conditional used in the sentence. <i>If you add sugar, tea tastes sweet.</i> a) Zero conditional b) First conditional c) Second conditional d) Third conditional VIII. Complete the sentence. <i>If she had prepared well,</i> _____ a) she would win the competition b) she will win the competition c) she would have won the competition d) she won the competition IX. Which of the following sentences is NOT in active voice? a) The gardener waters the plants every morning. b) The book was read by millions of people. c) The dog chased the cat into the garden. d) The company launches a new product every year. X. Convert the sentence into passive voice: <i>The students cleaned the classroom.</i> a) The classroom was cleaned by the students. b) The classroom is cleaned by the students. c) The students were cleaned by the classroom. d) The classroom will be cleaned by the students.			
5.	Identify the grammatical errors, underline them and rewrite the paragraph correctly. The teacher told the class that its important to complete their homework on time, if they wanted good grades. Sarah <u>have</u> been studying in this school <u>since</u> three years and she always tries her best. Yesterday, she submited her assignment late because she <u>forget</u> the due date. If she <u>would have</u> checked the notice board she <u>could</u> have seen the reminder. She also joined a school debate club last month. She wore her well known dress for the club meeting but forgot to bring a notebook	10	3	2
*****All the best *****				