



SCHOOL OF SOCIAL SCIENCES AND LANGUAGES
CONTINUOUS ASSESSMENT TEST - I
FALL SEMESTER 2025-2026

Programme Name & Branch : B. Tech(All)

Course Code and Course Name : Technical English Communication (BAENG101)

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Class numbers: VL2025260500472, VL2025260500474, VL2025260500476, VL2025260500482, VL2025260500486, VL2025260500492, VL2025260500494, VL2025260500496, VL2025260500498, VL2025260500500, VL2025260500505

Date of Examination: 02/02/2026 9.30 a.m - 11 a.m

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)

1. Enhance writing skills for better publication
2. Identify the basic concepts related to various aspects of communication
3. Apply grammatical rules in academic and real-life contexts
4. Demonstrate analytical reading skills in terms of deciphering research articles
5. Illustrate intensive listening and Speaking skills through individual and group activities.
6. Interpret scenarios that highlight concepts related to interpersonal communication

Q. No	Question	M	CO	BL
1.	Explain any five key characteristics of technical writing with suitable examples.	10	2	2
2.	Case Study: Analyse the following case and answer: Aarav Foods is a rapidly growing packaged food company with operations across several Indian states. While the company has strong products and increasing market share, internal employee surveys revealed low morale and high attrition among middle-level employees. One recurring concern was the lack of transparent communication from top management. Important decisions such as changes in work shifts, performance evaluation criteria, and expansion plans were often communicated informally or at the last minute. Employees frequently heard about decisions through rumours rather than official channels. Managers assumed that employees would "adjust" without the need for detailed explanations. However, this led to confusion, mistrust, and resistance to change. Employees felt excluded from decision-making and hesitant to share feedback. Realizing the growing communication gap, Aarav Foods is now re-evaluating its communication practices to build trust, improve engagement, and align employees with organizational goals. Question 1: As an internal communication manager, apply suitable business communication strategies to address the issues faced by Aarav Foods and improve transparency and employee trust. Question 2 : Assume Aarav Foods plans to introduce a formal feedback system. Demonstrate how effective upward and horizontal communication can reduce resistance to change in the organization.	10	2	3
3. A	Identify subject verb concord errors in the paragraph below. Rewrite the paragraph by underlining the mistakes and provide the corrected version . Nature is the gift of mother earth to all humankind and other living organisms. It constitutes greenery, soil, air, water and all physical factors			



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	that is the pillars of lives living here. Nature is also called a human attribute in behavioural terminology. The natural environment which is in physical form is called nature. Nature exist before the origin of humankind on earth. It has encountered various changes for the development of an entity of humankind. The green forests, mountains, glaciers are the striking scenic beauties of nature. On vacations, people move to a hilly, beach or desert place. Because being with nature freshen up minds from the chaos of the world. Nature feed several terrestrial and aquatic creature.	5	3	2
3. B	Complete the Conditional Sentences with the correct form (Type 0, I, II or III). If I were stronger, I _____. If we'd seen you, we _____. If we meet him tomorrow, we _____. If he had had the tools, he _____. I go to bed early, If _____.	5	3	2
4.	Write Definitions for the following words: 1. Communication 2. Technology 3. Information 4. Management 5. Innovation	10	4	3
5	As organizations adopt hybrid and remote work models, the nature of workplace interaction has undergone a subtle yet significant shift. While digital platforms have increased the speed and reach of communication, they have also reduced opportunities for spontaneous discussion and informal feedback. As a result, misunderstandings that might once have been resolved quickly now risk escalating into larger coordination problems. To counter this, organizations are increasingly formalizing communication processes through written documentation, scheduled check-ins, and standardized reporting formats. However, excessive formalization can also suppress creativity and employee initiative if not balanced with flexibility. Inference-Based Questions (3+3marks) 1. What can be inferred about the impact of digital communication on problem resolution in modern organizations? 2. Why does the passage suggest that excessive formalization of communication may be problematic? Fact-Based Questions (2+2 marks) 3. What changes in workplace interaction are caused by hybrid and remote work models? 4. What communication practices are organizations adopting to address coordination issues?	10	4	3