



# VIT

Vellore Institute of Technology  
ESTABLISHED BY THE VELLORE UNIVERSITY UNDER SECTION 3 OF THE ACT 1956

REG.NO.:

SLOT: F2

Programme Name & Branch  
Course Code and Course Name  
Faculty Name(s)

: B.Tech  
: BENG101L, Technical English Communication  
: SHIVSHANKAR RAJMOHAN A K , LAXMI DHAR DWIVEDI,  
DENISH RAJA DURAI K , RUKMINI S, SRIJANI CHOWDHURY,  
VISHNU PRIYA N.S, ANKITA SUNDRIYAL, BLESSY SHARON  
SAMJOSE  
: VL2024250500599, VL2024250500535,  
VL2024250500576, VL2024250500612,  
VL2024250500584, VL2024250500531,  
VL2024250500606, VL2024250500580  
: 1 Feb. 2025

Class Number(s)

Date of Examination

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  
CO1 : Use grammar and vocabulary appropriately while writing and speaking  
CO2: Apply the concepts of communication skills in formal and informal situations  
CO4: Write clearly and significantly in academic and general contexts

Q. No	Question	M	CO	BL
1.	Describe the key characteristics of verbal and non-verbal communication and discuss the advantages and disadvantages of each type in professional environments. [word limit 200-250 words]	10	2	2
2.	<p>"Joan is a team leader at a marketing firm. Recently, she has noticed a decrease in team collaboration and an increase in misunderstandings during meetings. She often provides instructions verbally, but some team members seem confused, leading to delays in project timelines. Additionally, some team members seem disengaged during meetings and appear distracted by their phones. Joan shouted at her team members and threatened them with severe consequences. After one meeting, Joan overheard two team members discussing a project differently than she had instructed. This led to frustration, as Joan believed she had been clear in her communication."</p> <p>Examine the communication barriers present in this scenario. How do these barriers affect the team's ability to work effectively? Discuss potential strategies Joan could use to overcome these barriers and improve communication within her team. [word limit 200-250 words]</p>	10	2	3
3.	<p><b>Rewrite the given sentences by correcting the errors related to Concord/Conditionals.</b></p> <ol style="list-style-type: none"> <li>1. If she would have studied harder, she would have passed the exam.</li> <li>2. If he was here, he must have helped us with the project.</li> <li>3. Neither the manager nor the employees was aware of the new policy.</li> <li>4. If I will know the answer, I will tell you.</li> <li>5. If you have told me earlier, I would have helped you.</li> <li>6. The team were excited about the new project.</li> <li>7. I will help you with the presentation if you will need it.</li> <li>8. If I have known you were coming, I would have prepared something special.</li> <li>9. If I was in your position, I wouldn't do it.</li> <li>10. Both John and Sarah has confirmed their attendance at the meeting.</li> </ol>	10	1	3
4.	Imagine you are applying for a Master's program in Business Administration at a renowned university in the United States. Based on your academic and professional background, draft a <b>Statement of Purpose (SOP)</b> that demonstrates your experiences and strengths. [word limit 200-250 words]	10	4	3
5.	Imagine you have just completed your engineering degree and are applying for a position as a Junior Engineer at a well-established technology company. Based on your academic achievements, technical skills, and any relevant internships or projects, draft a <b>job application letter</b> that would convincingly present your knowledge of engineering principles and problem-solving skills to the employer.	10	4	3