



VIT

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

REG.NO.: 28BVD0126

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

SLOT: B2+TB2

Programme Name & Branch : B.Tech
Course Code and Course Name : BAENG101/Technical English Communication - Theory
Faculty Name(s) : Dr.Anu Baisel
Class Number(s) : VL2025260500491
Date of Examination : 27-01-2026
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 Outcome

Upon completion of the course, learners will be able to:

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 the nature of technical writing. How does it differ from literary or creative writing in terms of purpose, audience, and style?	10	2	3
2.	Read the case studies and answer the following questions. Case Study 1: NovaTech Industries is a growing technology firm that recently shifted to a hybrid work model. The management introduced a new internal reporting system and informed employees about it through a brief circular posted on the company's intranet. The circular stated that the new system was "mandatory with immediate effect" but did not explain the purpose of the system, the steps involved in using it, or whom to contact for technical support. Many employees continued using the old reporting method, assuming the new system would be implemented later with proper training. Some employees attempted to use the new system but faced technical difficulties and received no response to their queries. Managers, assuming that all employees were using the new system, began reviewing performance based only on reports submitted through it. Within a month, several employees received poor performance feedback due to missing reports. This led to dissatisfaction, lowered morale, and complaints about unfair evaluation practices. Questions:	10	3	3



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	a) Identify two major communication gaps in the management's announcement. b) Explain how the choice of communication channel contributed to the problem.			
3.	a) Spot the errors in the given paragraph: The quality of online learning <u>depend</u> on effective interaction between teachers and students. Each of the assignments <u>require</u> careful analysis and proper referencing. A series of workshops are conducted every semester to improve professional skills. The faculty committee <u>have</u> planned new evaluation methods this year. Proper guidance and regular practice helps students perform better in assessments. b) Fill in the blanks with appropriate conditional clauses: - If the weather improves by evening, _____ _____, the children would have reached school on time. - If she practices the piano daily, _____ _____, the dog wouldn't have run outside. - If you had watered the plants regularly, _____	5	2	2
4.	a) Define the following words in one sentence: - Privacy - Leadership - Gratitude - Globalization - Entrepreneurship	10	2	3
5.	Read the passage and answer the following questions: While digital communication has significantly increased efficiency in modern organizations, its impact on workplace relationships remains complex. The widespread reliance on emails and messaging platforms has reduced response time and improved documentation; however, it has also altered how authority, collaboration, and accountability are perceived within professional spaces. Messages intended to be brief are often interpreted as abrupt, and the lack of immediate clarification can intensify minor misunderstandings. Furthermore, the expectation of constant availability has blurred the boundaries between professional and personal time. Employees frequently feel pressured to respond promptly, even outside official working hours, which can contribute to stress and reduced productivity over time. Despite these challenges, organizations continue to adopt digital communication tools due to their scalability and cost-effectiveness. In response, some organizations are beginning to reassess their communication policies. By encouraging structured communication practices—such as defined	10	3	2



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response windows, clear subject lines, and context-rich messages—they aim to balance efficiency with employee well-being.

Questions

- What two advantages of digital communication in organizations are mentioned in the passage? (3marks)
- How does digital communication affect the perception of authority and collaboration at the workplace? (3marks)
- According to the passage, why do organizations continue to rely on digital communication tools despite their drawbacks? (2marks)
- What can be inferred about the relationship between constant availability and employee productivity? (2marks)
