

**VIT**

Vellore Institute of Technology

Final Assessment Test (FAT) – June 2022

Programme	B.Tech / M.Tech(Int)	Semester	Winter Semester 2021-22
Course Title	TECHNICAL ENGLISH COMMUNICATION	Course Code	BENG101L
Faculty Name	Prof. Ajit I	Slot	A2
		Class Nbr	CH2021222301009
Time	3 Hours	Max. Marks	100

Answer any 10 of the following questions in about 300 words

Section A (10 X 10 Marks)

Answer any 10 questions

1. What is Nonverbal Communication? Give examples for some of its types. ✓ [10]
2. (a) Find out the sentence patterns of the following sentences: ✓ [10]
 - i. Mala resembles her mother. (DO)
 - ii. It rained last night. (A)
 - iii. They made her the Mayor. 100
 - iv. The doctor gave him an injection. 100.
 - v. He threw the chair out. (A)
3. (b) Rewrite the following sentences correctly:
 - i. See you latter. later.
 - ii. Though he is rich but he is kind.
 - iii. This is a 15-meters scle. meter scale.
 - iv. Statistics are a difficult subject. is
 - v. Unless you do not pay the fine, you will not be excused.
4. Write a cover letter to apply for the position of an engineer in an industrial unit. Imagine all other details to complete the letter. ✓ [10]
5. What are the do's of writing a good resume? ✓ [10]
6. How do you write an impressive business letter? Describe the process focusing on the business standards that should be kept in mind while writing such a letter. ✓ [10]
7. You are not satisfied with a mobile phone you have recently purchased. Inventing all the details required, write a letter of complaint requesting for its replacement. ✓ [10]
8. You are the Head of the Auditing Department in a bank. Write a memo to all the employees of your department asking them to attend training to learn about the new regulations your bank is going to adopt. ✓ [10]
9. Explain the uses of the minutes of a meeting in business. ✓ [10]
10. Differentiate between summarizing and paraphrasing. ✓ [10]
11. What, according to you, forms the qualities of a leader in an MNC? ✓ [10]
12. What is referencing? How is it useful in research? ✗ [10]



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