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Code No. : 14164 (K) N/O

VASAVI COLLEGE OF ENGINEERING (AUTONOMOUS), HYDERABAD
Accredited by NAAC with A++ Grade

B.E. IV-Semester Main & Backlog Examinations, July-2023

Technical Writing and Professional Presentations (OE-II)

Time: 3 hours


Max. Marks: 60

Note: Answer all questions from **Part-A** and any **FIVE** from **Part-B**

Part-A (10 × 2 = 20 Marks)

Q. No.	Stem of the question	M	L	CO	PO
1.	<p>Here is an example of an abstract:</p> <p>This paper presents a new method for detecting fraud in credit card transactions. The method uses machine learning to identify patterns of fraudulent transactions. The method was evaluated on a dataset of real-world credit card transactions, and it was shown to be effective in detecting fraud.</p>	2	2	1	10,12
2.	<p>Delete any redundancy, making any other changes if necessary.</p> <p>"In this day and age of modern technology, it is increasingly becoming apparent that the vast majority of people rely heavily on electronic gadgets and devices to perform their daily tasks and functions. Whether it be checking emails on a computer or sending text messages on a smartphone, these devices have become an integral part of our lives and are utilized on a daily basis. It is thus of utmost importance that we ensure that our electronic devices are fully charged and operational, so as to avoid any unnecessary disruptions or inconveniences throughout the day."</p>	2	2	1	10,12
3.	<p>Change the two sentences given below into Active voice, ensure that the resulting sentences are concise and easy to understand.</p> <ol style="list-style-type: none"> The decision was made to have the project completed by the end of the quarter, but it was later discovered that the necessary resources had not been allocated for its successful implementation. The manuscript had been submitted to the journal for review, but it was subsequently rejected by the peer reviewers due to a lack of clarity in the research methodology. 	2	2	2	10,12
4.	<p>Which of the following is not included in meeting minutes?</p> <ol style="list-style-type: none"> Date, time, and location of the meeting Names of attendees and absentees Decisions made and actions agreed upon Discussions that are confidential or sensitive in nature Personal opinions or beliefs 	2	1	2	10,12

Contd... 2

<p>Which of the following tenses is most commonly used in meeting minutes?</p> <ol style="list-style-type: none"> 1. Present tense 2. Past tense 3. Future tense 4. Present perfect tense 				
<p>5. What is wrong with this poster?</p> 	2	2	3	10,12
<p>6. Choose the correct option: Which of the following is NOT an advantage of using storyboards? They can help to visualize a project before it is produced. They can help to communicate ideas to others. They can help to identify potential problems in a project. They can help to save time and money.</p> <p>Which of the following is the most important purpose of a storyboard? To communicate the overall vision of a project. To provide a detailed plan for how a project will be produced. To identify potential problems in a project. To help to coordinate the work of different people involved in a project.</p>	2	2	3	10,12
<p>7. Here is a badly written career objective for an engineering student:</p> <p>To obtain a challenging and rewarding career in engineering where I can use my skills and knowledge to make a positive impact on the world.</p> <p>Why is it bad? What needs to be done to make it stand out?</p>	2	2	4	10,12

8.	<p>Here are a couple of vague phrases written in an email. Make it precise. One has been done for you.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">Vague phrase</td> <td style="width: 50%; text-align: center;">Precise phrase</td> </tr> <tr> <td>Some advantages</td> <td>Increased clarity, accuracy, and impact</td> </tr> <tr> <td>A few benefits</td> <td></td> </tr> <tr> <td>A number of perks</td> <td></td> </tr> </table>	Vague phrase	Precise phrase	Some advantages	Increased clarity, accuracy, and impact	A few benefits		A number of perks		2	3	4	10, 12
Vague phrase	Precise phrase												
Some advantages	Increased clarity, accuracy, and impact												
A few benefits													
A number of perks													
9.	Why do we need an SOP(Standard Operating Procedure Document)?	2	2	5	10, 12								
10.	Why should we write a persuasive Statement of Purpose?	2	3	5	10, 12								
Part-B (5 × 8 = 40 Marks)													
11. a)	<p>Given below is a Team meeting transcript. Read it carefully and prepare minutes of the meeting to be forwarded to team members.</p> <p>[Meeting Start]</p> <p>Facilitator: Good morning/afternoon, everyone. Let's begin. Can we start with a round of introductions for anyone who's new to the team?</p> <p>[Round of introductions, if applicable]</p> <p>Facilitator: Thank you. Next, let's review the agenda for today's meeting.</p> <p>[Agenda review]</p> <p>Facilitator: Let's start with the first item on the agenda. [Agenda item 1] Who would like to go first?</p> <p>[Discussion on Agenda Item 1]</p> <p>Facilitator: Great, thank you. Let's move on to the next item. [Agenda item 2] Who would like to lead the discussion on this one?</p> <p>[Discussion on Agenda Item 2]</p> <p>Facilitator: Thanks, everyone. Before we move on, does anyone have any questions or concerns about the topics we've discussed so far?</p> <p>[Q&A, if applicable]</p> <p>Facilitator: Alright, let's move on to the next agenda item. [Agenda item 3] Can someone give us an update on this?</p> <p>[Update on Agenda Item 3]</p> <p>Facilitator: Great, thank you. Before we wrap up, does anyone have any new business or announcements to share?</p> <p>[New Business/Announcements]</p>	4	2	1	10, 12								

	Facilitator: Alright, if there are no further questions or comments, let's adjourn the meeting. Our next meeting will be on [date and time]. Thank you, everyone. [Meeting End]				
b)	Given below is an unstructured meeting minute with no formatting. The meeting started at 11:00 am and was attended by John Smith, Jane Doe, and Robert Brown. The meeting minutes were kept by James Taylor. After an overview of how the project is going so far and what we hope to accomplish in the next week, we discussed how best to divide up our tasks for this upcoming week. For the first day, we decided to work on task A and B. We also reached a consensus that we would finish up our discussion about how best to handle issue C at next week's meeting instead of trying to solve it now. Redo the minutes of the meeting so that it looks structured and professional.	4	3	1	10,12
12. a)	You are an engineering student at a top university. Write an email to a professor to ask for a letter of recommendation for a summer internship.	6	3	2	10,12
b)	Instructions: The following email contains unnecessary wordiness and can be made more concise without losing its meaning. Your task is to rewrite the email, keeping it clear and effective but using fewer words. Dear Mr. Johnson, I hope this email finds you well. I am writing to inform you that, based on the information that I have received from our accounting department, it has come to my attention that there seems to be an oversight on your recent invoice. It appears that there is a discrepancy between the amount billed and the services that were actually rendered. I kindly request that you please review the attached invoice and let me know if you concur with the findings of our accounting department. If there are any discrepancies or concerns, please do not hesitate to reach out to me so that we can address and rectify the situation as soon as possible. Thank you for your prompt attention to this matter, and I look forward to hearing from you soon. Sincerely, Jennifer Smith	2	3	2	10,12

13. a)	What are the benefits of using PowerPoint presentations? What are the most common mistakes people make when creating PowerPoint presentations?	4	3	3	10,12
b)	Create a poster on the topic Cyber Crime & Security	4	3	3	10,12
14. a)	<p>Job Title: Entry-Level Programmer</p> <p>Department: Information Technology</p> <p>Reports To: Senior Programmer</p> <p>Summary:</p> <p>The Entry-Level Programmer is responsible for developing, testing, and debugging software applications. The ideal candidate will have a strong understanding of programming languages and object-oriented programming principles.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> Develop, test, and debug software applications Work with other programmers to design and implement software solutions Troubleshoot software problems Document software code Stay up-to-date on the latest programming languages and technologies <p>Qualifications:</p> <ul style="list-style-type: none"> Bachelor's degree in computer science or a related field 1-2 years of experience in software development Strong understanding of programming languages (e.g., Java, Python, C++) Object-oriented programming experience Experience with testing and debugging software Excellent problem-solving skills Ability to work independently and as part of a team <p>Benefits:</p> <ul style="list-style-type: none"> Competitive salary and benefits package Opportunity to work on challenging and interesting projects Chance to learn from and collaborate with experienced programmers Work in a fun and collaborative environment 	6	3	4	10,12

	<p>If you are a highly motivated and talented individual with a passion for software development, we encourage you to apply for the Entry-Level Programmer position.</p> <p>Write a resume for this Job role</p>				
b)	<p>Does this career objective fit the above JD? Modify it if you feel it is necessary?</p> <p>To obtain a challenging and rewarding career in software development where I can use my skills and knowledge to make a positive impact on the world.</p>	2	3	4	10,12
15. a)	<p>Imagine that you are applying for an MS in one of the universities abroad. How will answering these questions help you write a persuasive SOP? Explain?</p> <p>What are your academic interests and why are you interested in studying them at our university?</p> <ol style="list-style-type: none"> 1. Academic interests: (list of academic interests) 2. Why are you interested in studying them at our university?: (explain why you are interested in studying these academic interests at this particular university) <p>What are your career goals and how will our university help you achieve them?</p> <ol style="list-style-type: none"> 1. Career goals: (list of career goals) 2. How will our university help you achieve them?: (explain how this university will help you achieve your career goals) 	4	3	5	10,12
b)	<p>Background</p> <p>The use of social media has become increasingly widespread in recent years. In 2023, there are over 4.62 billion active social media users worldwide, and this number is expected to continue to grow in the coming years. This growth has led to a number of concerns about the impact of social media on society.</p> <p>One of the main concerns about social media is its impact on mental health. Studies have shown that social media use can be linked to increased levels of anxiety, depression, and loneliness. Additionally, social media can be a breeding ground for cyberbullying and other forms of online harassment.</p> <p>Another concern about social media is its impact on democracy. Social media has been used to spread misinformation and propaganda, and it has also been used to incite violence and hatred. This has led to calls for regulation of social media platforms, in order to prevent them from being used for harmful purposes.</p>	4	4	5	10,12