

Hall Ticket Number:

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Code No. : 16110 N (I)

**VASAVI COLLEGE OF ENGINEERING (AUTONOMOUS), HYDERABAD**  
**B.E. (CBCS) VI-Semester Main Examinations, May-2019**

**Technical Writing and Professional Presentations**

Time: 3 hours

Max. Marks: 70

*Note: Answer ALL questions in 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.                              | What are the key differences between an Informational, Analytical, and a Recommendation report?  | 2 | 2   | 2  | 10 |
| 2.                              | What is plagiarism? How can plagiarism be avoided in formal reports?   | 2 | 2   | 1  | 10 |
| 3.                              | What are best practices to be followed when writing a business letter / document?  | 2 | 2   | 1  | 10 |
| 4.                              | What are the various types of Formal reports? Explain each with an example.  | 2 | 1,2 | 1  | 10 |
| 5.                              | What is a Cover Letter and its significance for a potential job opportunity?   | 2 | 1,2 | 2  | 10 |
| 6.                              | [True or False]: A job seeker must always write the same resume for various job applications. Justify your answer.   | 2 | 3   | 2  | 10 |
| 7.                              | What are the key components of a proposal document? List any four.   | 2 | 1,2 | 2  | 10 |
| 8.                              | List down the nine events of Robert Gagne's 9 events of instructions.  | 2 | 2   | 2  | 10 |
| 9.                              | What are key elements of a paper presentation?   | 2 | 1,2 | 3  | 10 |
| 10.                             | You are asked to design a diagram which illustrates a high level design of a system, along with its components. What type of diagram will you choose and why?  | 2 | 4   | 2  | 10 |
| <b>Part-B (5 × 10=50 Marks)</b> |  |   |     |    |    |
| 11. a)                          | What is the difference between paraphrasing and summarizing?   | 4 | 3,4 | 1  | 10 |
| b)                              | You are asked to prepare an "abstract" draft for your research paper. Explain in steps on how you will follow DDLC approach to complete your draft.  | 6 | 3   | 2  | 10 |
| 12. a)                          | Read the below email content, find the mistakes, and rewrite the letter, as per the formal structure and writing best practices.<br>Ram,<br>thank you very much for informing us about your visit. I'd be in another department to attend a seminar. This will be over by 4pm.<br>may i see you at 4.30p.m?<br>best regards Steven | 5 | 3   | 2  | 10 |
| b)                              | What is the skeleton of a Project Research Paper? Explain each section of the paper in detail.   | 5 | 3,4 | 2  | 10 |
| 13. a)                          | You have seen a job posting on the internet related to your technology and would like to apply for the job. Write a cover letter based on the below job description:<br>- Skilled in the relevant technology<br>- Strong communication and inter-personal skills<br>- Desire and ability to work hard and face challenges          | 5 | 5   | 2  | 10 |

Contd...2

|        |   |   |     |   |    |
|--------|---|---|-----|---|----|
| b)     | What is Statement of Work in an RFP document? Explain its purpose and outline the skeleton of the document.   | 5 | 3,4 | 3 | 10 |
| 14. a) | What is the process involved in developing an RFP document? Explain the process with the help of a diagram.   | 8 | 2   | 2 | 10 |
| b)     | Write the structure of a SOW document.  | 2 | 2   | 3 | 10 |
| 15. a) | Write down the structure of a research paper and detail the purpose of each section.  | 6 | 2   | 2 | 10 |
| b)     | What are the key components to be included when writing an abstract for a research paper?   | 4 | 2   | 2 | 10 |
| 16. a) | What are the different types of a diagram used in presentations / documents? List any four and explain the significance of each.                              | 6 | 2   | 2 | 10 |
| b)     | What are the best practices to be followed in preparing and formatting of a formal presentation? List any four.   | 4 | 2   | 2 | 10 |
| 17.    | Answer any <i>two</i> of the following:   |   |     |   |    |
| a)     | Write instructions on how to search, review, and order a product using an e-commerce site. Make sure that your instructions have consistent format and style. | 5 | 3   | 3 | 10 |
| b)     | What are the differences between a Curriculum Vitae, Resume, and Bio data? List any five.   | 5 | 2   | 2 | 10 |
| c)     | Match the uses in the box with the phrases in the table.  | 5 | 3   | 3 | 10 |

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| Payments    | Complaints  | Orders          | Clarifications |
| Attachments | Suggestions | Apologising     |                |
| Meetings    | Thanks      | Requests        |                |
| Closing     | Openings    | Congratulations |                |

**USES**

----- We would like to offer our sincere apologies for our mistake.

----- Another option would be to...

----- We look forward to receiving your reply

----- We would like to congratulate you on your recent good news

----- We are writing to enquire about...; I am writing on behalf of..

M: Marks; L: Bloom's Taxonomy Level; CO: Course Outcome; PO: Programme Outcome

| S. No. | Criteria for questions   | Percentage |
|--------|--|------------|
| 1      | Fundamental knowledge (Level-1 & 2)  | 53         |
| 2      | Knowledge on application and analysis (Level-3 & 4)                              | 42         |
| 3      | *Critical thinking and ability to design (Level-5 & 6)<br>(*wherever applicable) | 5          |

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