(T) Roll No. .....

PAPER ID—11475

Bachelor of Technology

EXAMINATION, 2025

(Sixth Semester)

COMPUTER SCIENCE AND ENGINEERING

Open Elective Course-II

Technical English and Report Writing

Time : 3 Hours *Maximum Marks : 70*

Before answering the question-paper candidates should ensure that they have been supplied to correct and complete question-paper. No complaint, in this regard, will be entertained after the examination.

Note : Attempt *Five* questions in all, selecting *one* question from each Unit. Q. No. **1** is compulsory. All questions carry equal marks.

1. Write short notes on the following : 2 marks each.

   (i) Speech decoding

   (ii) Team listening

   (iii) Role of Pronunciation

   (iv) Technical reading

   (v) Note making

   (vi) Form and structure of letter writing

   (vii) Types of formal report.

Unit I

2. Discuss the role of non-verbal cues in the listening process. How do factors like body language facial expressions and tone of voice affect both the speaker and the listener ? **14**

Or

3. Discuss the ethical considerations involved in listening. What are the responsibilities of a listener in various settings, such as in a professional, public of personal context ? **14**

Unit II

4. Describe the Job interview process, the major characteristics and pre-interview techniques in detail. 14

Or

5. How subject knowledge plays a major role in group discussion in various platforms. Is it very effective for students, if yes, why and how ? 14

Unit III

6. How do strong reading skills contribute to success in various professional field ? Provide specific examples and explain how reading proficiency enhances performance in different careers ? 14

Or

7. Define the difference between summarizing and paraphrasing. Elaborate with short examples. **14**

Unit IV

8. What are the methods of referencing. How are they helpful in writing skills ? **14**

Or

9. A travel agency has sent your tickets for the wrong date. Show your dissatisfaction, the inconvenience caused and ask them to put the mistake right. Enclose the tickets. **14**

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