NETTUR TECHNICAL TRAINING FOUNDATION
DIPLOMA IN INFORMATION TECHNOLOGY & DATA SCIENCE – CP09
V SEMESTER REGULAR & SUPPLEMENTARY EXAMINATION-JAN 2023

Subject: English Technical Writing **Total Time: 2 Hr.**
Subject Code: CP09508T **Total Marks: 50 Marks**

PART B

1.0 ANSWER ANY EIGHT OF THE FOLLOWING **2*8=16**

1.1 What is an email?

1.2 What are the types of report?

1.3 What is a problem?

1.4 What is an acknowledgment?

1.5 What is minute of meeting?

1.6 What is a GD?

1.7 What are the different types of interviews?

1.8 What is blogging?

1.9 How is BRD relevant to a software development?

1.10 What is a presentation?

2.0 ANSWER ANY SIX OF THE FOLLOWING **3*6=18**

2.1 What are the key points to remember while making a presentation?

2.2 Explain the six sigma method to explain a problem

2.3 How is a passage different from an essay?

2.4 What is an extempore?

2.5 What are the key skills to maintain effective workplace relationship?

2.6 What are the different parts of a passage?

2.7 Explain the following terms:

   a) Glossary   b) Bibliography   c) Methodology

2.8 How is an email different from a regular letter?

3.0 ANSWER ANY FOUR OF THE FOLLOWING **4*4=16**

3.1 Write down few email etiquettes

3.2 What are the steps involved in compiling a report?

3.3 What are the different roles taken by the participants in a GD?

3.4 Write the key points to remember while preparing a resume/bio data

3.5 Draft an acknowledgement thanking three people who helped you to write a report

3.6 Write any 4 do's and don'ts in an interview