

PRACTICE TEST

End Semester Examination, December, 2025

Program: B.Tech Mining

Semester: III

Course: Effective Technical Communication

Course Code: 8HSMC201

Course Outcome:

On the completion of the Course, the students will be able to:

Course Outcomes	Description
CO1	Be able to grasp the ideas and information put across in a communication Situation.
CO2	To get a proper hold on communication techniques needed in a situation.
CO3	Have soft skills to work in a team for organizational development.
CO4	Be able to analyze information and interpret a case study for application.
CO 5	To inform simple reports and projects for organizational needs

UNIT 1

SECTION A (5 MARKS)

1. Explain the different kinds of *technical documents* with suitable example.(**CO1, Understand**)
2. Discuss the stages of the information *Development Life Cycle*. (**CO1, Understand**)
3. Explain various *organization structures* used in document design.(**CO1,Understand**)
4. Explain the factors affecting information design (**CO1,Understand**)

SECTION B (10 MARKS)

5. Describe Technical writing process with suitable examples. (**CO1, Understand**)
6. Discuss a sample document (like a user guide or report) identify its design and organizational structure. (**CO1, Understand**)
7. Explain the difference between information design for print and for online media with examples (**CO1, Understand**)

SECTION – C (20 MARKS)

8. Sketch the sustainable growth of an organization from cradle to the fully developed and functional stage. (**CO1, Apply**)

UNIT 2

SECTION A (5 MARKS)

9. Explain the term Technical writing. How is it different from other forms of writing? (CO2, Understand)
10. Define forms of Discourse with suitable example. (CO2 , Remember)
11. What is collaborative writing and why is it important in technical communication. (CO2,Remember)
12. Explain the meaning and role of *usability* in technical communication. (CO2, Understand)
13. What is Editing? Mention any four strategies used in editing technical documents. (CO2,Remember)

SECTION B (10 MARKS)

14. Suggest the steps involved in writing Drafts and revising technical documents. (CO2, Apply)
15. Explain the importance of grammar in technical writing. (CO2, Understand)
16. Explain the role of time estimation and project management in technical communication projects. (CO2, Apply)

SECTION – C (20 MARKS)

17. Think and explain the real-life scenarios where technology shapes personal identity, communication, and professional behavior in modern society. (CO2, Apply)
18. Suggest the challenges in managing technical communication projects with respect to time, estimation usability, human factors, and localization. (CO2, Apply)

UNIT 3

SECTION A (5 MARKS)

19. What are the key principles of effective time management for a student? (CO3,Remember)
20. Define *creativity* and provide two examples of how it can be applied in technical field. (CO3, Understand)
21. Explain the significance of self- assessment and personal goal setting in a student's career planning. (CO3, Understand)
22. Discuss the role of values and beliefs in shaping individual life. (CO3, Understand)
23. What is the importance of rapid reading and talking notes in classroom? (CO3, Remember)

SECTION B (10 MARKS)

24. Elaborate on the specific components mentioned, such as self – assessment, awareness, perception, attitudes, values, and beliefs. (CO3, Understand)
25. Interpret creativity and the benefit of creative thinking in the workplace. (CO3, Understand)

SECTION – C (20 MARKS)

26. Can you demonstrate the applications of a structured problem-solving process to address a real technical or organizational challenge. (CO3, Apply)

UNIT 4

SECTION A (5 MARKS)

27. Discuss presentation aids that can be used during any presentation.(CO4, Understand)
28. Define report writing and its types.(CO4, Remember)
29. Illustrate different kinds of public speaking skill. (CO4, Understand)

SECTION B (10 MARKS)

30. What is Group Discussion (GD)? Explain the dos and don'ts of participating in a GD and how it helps in assessing a candidate's personality and communication skills. (CO4, Understand)
31. Explain the importance of personality development in the professional world. Explain how communication skills and interpersonal skills contribute to overall personality development. (CO4, Apply)
32. Mention two advantages and two disadvantages of oral presentations. (CO4, Understand)

UNIT 5

SECTION A (5 MARKS)

33. Define business ethics with examples. (CO3, Remember)
34. Explain telephone etiquettes. (CO3, Understand)
35. Discuss the managing time in jobs. (CO4, Apply)

SECTION B (10 MARKS)

36. Chart the email etiquette rules every professional should follow. (CO5, Apply)
37. Compare personal memory with rapid reading and taking notes. (CO3, Understand)
38. List the etiquettes one should follow in social and office settings. (CO4, Apply)

SECTION – C (20 MARKS)

39. Design a detailed plan assigning specific roles and responsibilities to engineers involved in preparing a project report or technical manual. (CO5, Apply)
40. Draft a professional memo and meeting minutes for a real organizational situation, ensuring clarity, accuracy, and relevance. (CO5, Apply)

SUMMARY SHEET:

CO WISE

CO	Q. No	Marks
CO1	1,2,3,4,5,6,7,8	50
CO2	9,10,11,12,13,14,15,16,17,18	85
CO3	19,20,21,22,23,24,25,26	65
CO4	27,28,29,30,31,32	65
CO5	33,34,35,36,37,38,39,40	65
Total		350

Unit Wise

Unit	Q. No	Marks
Unit 1	1,2,3,4,5,6,7,8	50
Unit 2	9,10,11,12,13,14,15,16,17,18	85
Unit 3	18,19,20,21,22,23,24,25,26	65
Unit 4	27,28,29,30,31,32	65
Unit 5	33,34,35,36,37,38,39,40	65
Total		350

Blooms Taxonomy Level (BTL) Wise

BTL	Q. No	Marks
LOT	1,2,3,4,5,6,7,9,10,11,12,13,15,19,20,21,22,23,24, 25,27, 28,29,30,32,33,34,37	190
HOT	8,14,16,17,18,26,31,35,36,38,39,40	160
Total		350

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Disclaimer: - This is a Practice set. The Question in End term examination will differ from the Practice set. This Practice set is meant for practice only.