

**VIT**Vellore Institute of Technology
(Approved by the University Grants Commission, UGC, New Delhi)**School of Social Sciences and Languages****Fall Semester 2023-2024 Continuous Assessment Test – 1****Course Name & code: Technical English Communication (Beng101L)****Class ID: CH2024250103501****slot:A1****Maximum Marks: 50****Answer the following Questions:**

- I. Elucidate the barriers of communication in about 250 words.
10Marks

- II. Carefully review the case study, identify the communication issues present, and summarize them in 250 words.
10Marks

The Wet Floor

Sushma works in Infosoft Solutions Pvt Ltd. She works there as Project Leader. Occasionally her job demands coming early for her duties or stay till late evening hours. Once she was handling 2 projects simultaneously and on one such day she had convened a meeting with her team members regarding project delivery. She had called her team members at 08:00 hours. Sushma is a disciplinarian and generally she follows duty timings strictly. Discipline starts with me, was her firm principle. She had made a habit of coming 5 minutes early at least. However, on that day she could not make meeting time of 08:00 hours and she was worried of her reputation could be at stake. Time was 08:05 and she reached main gate of her company. Hurriedly she swiped her card and rushed towards board room. That time few housemen were doing cleaning. One of the housemen had spread soap solution on the floor. Unaware of what is on the floor, she continued to rush to the board room. In hurry, Sushma slipped her foot. The floor was made of marbles and soap solution was sprinkled over it. The floor had become quite slippery. Sushma, could not control her balance on the slippery floor and fell down. Slippery floor dragged her couple of feet further. The impact was so strong that she wailed loudly. Her team members rushed to help her. Somehow she could get up with the help of her team members. Considering her wailing because of pain, she was taken to the hospital. In the hospital it was discovered that her hip bone was broken. Later she was immobile for about two months because of hip injury. Later in investigation, it was revealed that the houseman who was cleaning the floor had not put the display board "Caution: Floor is Wet".

3. Read the following passage, identify the errors and correct them. 10Marks

My little sister Lisa was practising how to ^{ride} riding a bicycle yesterday. Suddenly I ^{heard} hear a loud crash and ran to see what had happened. I saw that she was lying on the ground. I quickly pulled her up and ^{took} brought her home. She was crying out loud. I quickly ^{on} go went inside the house and brought the first aid box. After cleaning the wound, I ^{had} apply applied antiseptic to the wound. Lisa ^{had} has scratches on her hand and knee. To calm her down, I took her to the nearby shop and brought her a big chocolate. Seeing her favourite chocolate, she immediately ^{stop} stop crying. Within two ^{days} day, her wounds healed, and she went to play again.

**4. Draft a job application letter for the position of Marketing Manager at HCL,
and include your resume with the application.**

10Marks

**5. Write a Statement of Purpose for applying to your postgraduate specialization
at MIT University.**

10Marks