



KALINGA INSTITUTE OF INDUSTRIAL TECHNOLOGY
DEEMED TO BE UNIVERSITY, BHUBANESWAR – 24
(Decld. U/S 3 of UGC Act, 1956)
OFFICE OF THE CONTROLLER OF EXAMINATIONS

Mid-Semester Examination (Autumn Semester, 2023–2024)

Subject Name & Code: Scientific & Technical Writing (EX20003) **Applicable to Courses:** B. Tech. 3rd Sem

Full Marks: 40

Time: 1.5 Hours

Attempt **PART I** if you belong to one of the following courses and sections:

School of Computer Engineering: IT – 1, 2, and 3, CSE – 21, 23, 25, 27, 29, 31, 33, 35, 37, 39, 40, 41, 42, CSSE – 1, CSCE – 1 and 2;

School of Electronics Engineering: ETC – 1, 2, and 3, EEE

Attempt **PART II** if you belong to one of the following courses and sections:

School of Computer Engineering: IT – 4 and 5, CSE – 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, and 55, CSSE 2 and 3;

School of Electronics Engineering: E&CSE – 1, 2, 3, 4, and 5;

All sections of **School of Mechanical Engineering, School of Civil Engineering, and School of Electrical Engineering**

PART I

SECTION A

(The question has five parts. Answer all parts of the question. Each part carries 2 Marks, Total Marks: 10)

Question No.	Question	Learning levels as per Bloom's taxonomy	CO Mapping
1(a)	Revise the following sentence to (i) replace the cliché phrase, and (ii) include complete and accurate information: Last but not the least item on the agenda, the sales team will have its next meeting at 6 pm on Wednesday. Ans.: As per the final item on the agenda [1 mark], the sales team will have its next meeting on 18 October 2023, Wednesday, at 6 pm, in Meeting Hall 2, Block B [i. e. date, day, time and place – 1 mark].	3	CO 1
1(b)	Revise the following sentence to (i) replace the circumlocution with simple words, and (ii) avoid discriminatory writing: In the given circumstances, our suggestion is to forestall the company's decision of retrenchment of its trusted employees especially at a time when employable manpower would not be easy to acquire. Ans.: Currently, we suggest that the company consider not removing [1 mark] its trusted employees especially at a time when employable human resources [1 mark] are not easy to acquire.	3	CO 1
1(c)	What do the Latin phrases "pro rata" and "a priori" mean? Show how these phrases can be used in English sentences. Ans.: "pro rata": in proportion/ proportionally. Sentence e. g. If	1, 2	CO 2

	production costs increase, prices will go up pro rata. [1 mark] “a priori”: from what comes before/ conclusions drawn from assumptions. Sentence e. g. In the absence of evidence, there is no a priori hypothesis to work with. [1 mark]		
1(d)	What is a two-column list and what is it used for? What is the significance of a numbered list as compared to a bulleted list? Ans.: A two-column list is a writing tool that organizes a series of paired items e. g. terms and their definitions. [1 mark] The significance of a numbered list as compared to a bulleted list is that, the numbered list is used when the order of the items is important and must be maintained in sequence, whereas in a bulleted list, the order of items is not important and can be rearranged. [1 mark]	1, 2	CO 3
1(e)	What are transition words and phrases? Provide examples of transition words or phrases to show that you are (i) providing additional information and (ii) comparing two or more sets of information. Ans.: Transition words and phrases are grammatical components that connect ideas and sentences within a paragraph, or between paragraphs, to show how they are related to each other and the overall theme. [1 mark] Providing additional information: additionally/ and/ furthermore/ moreover/ also [0.5 mark] Comparing: as well as/ in the same way/ similarly/ likewise [0.5 mark]	1	CO 3

SECTION B

Each question has two parts. Answer BOTH parts of Any THREE questions. Total Marks: 30

Question No.	Question	Marks	Learning levels as per Bloom's taxonomy	CO Mapping
2 (a)	<p>What are Primary, Secondary, and Tertiary audience? In which of these categories will you place Experts, Technicians, Executives, and Non-specialists? Give an example of a technical document with all three kinds of audience.</p> <p>Ans.: Primary, Secondary & Tertiary audience as per standard definition provided in notes. [2 marks]</p> <p>Experts: Secondary audience (providing knowledgeable opinion on technical document)</p> <p>Technician: Primary audience (operating & maintaining item or system according to instructions in the document)</p> <p>Executives: Tertiary audience (making administrative, business or legal decision about the document, not the contents)</p> <p>Non-specialists: Primary audience (utilizing the content) or Tertiary audience (removed from the situation but might have cause to read) [total 2 marks]</p> <p>E. g. Course syllabus [2 marks]</p> <p>Primary audience: Students and teachers</p>	6	1, 2	CO 1

	<p>Secondary audience: Board of Studies</p> <p>Tertiary audience: Parents of students</p>			
2 (b)	<p>Mention two differences between Scientific Writing and Science Writing, with one example of each.</p> <p>Write two distinguishing characteristics of Technical Writing. Give two examples of Technical Writing from two different fields.</p> <p>Ans.: Any two differences as per notes given. Any valid example. [2 marks]</p> <p>Any two characteristics of Technical Writing as per notes given. Any two valid examples. [2 marks]</p>	4	2, 1	CO 1
3 (a)	<p>Define Plagiarism. What are the four main types of Plagiarism? Suggest the means to prevent plagiarism.</p> <p>Ans.: Definition of Plagiarism as per notes given. [2 marks]</p> <p>Four main types: Verbatim copying, copying with synonym substitution, paraphrasing (sometimes translating), and copying ideas without attribution. [2 marks]</p> <p>Means to prevent plagiarism: as per notes given. [2 marks]</p>	6	1, 2	CO 2
3 (b)	<p>In the following sentences, change the gender-biased and racially biased language to neutral and bias-free language:</p> <p>Every day, each inhabitant of earth must ask himself, how he can fulfill his duties towards his home planet.</p> <p>Ans.: Every day, all inhabitants of earth must ask themselves, how they can fulfill their duties towards their home planet. [2 marks]</p> <p>He would be the first coloured president in the White House, although the native American Indians were coloured as well.</p> <p>Ans.: He would be the first African-American president in the White House, although the native Americans were people of colour as well. [2 marks]</p>	4	2, 3	CO 2
4 (a)	<p>Write a short passage (within 200 words) on the topic “Climate Change” by using the Cause and Effect pattern of idea development.</p> <p>Ans.: Paragraph [3 marks for content, 3 marks for following the Cause & Effect pattern]</p>	6	2, 3	CO 3
4 (b)	<p>Fill in the blanks in the passage given below with appropriate transition words and phrases from the given list: according to, although, currently, due to, immediately, in fact, once, sometimes, such as, though</p> <p>Ans.: Although several countries have improved their services through the use of more sophisticated Web pages, according to the Department of Public Expenditure and Reform (2012), countries still need to introduce more technologies and automated processes with the aim of reducing the burden of processes</p>	4	3	CO 3

	currently needed for citizens and organizations. In several public processes the citizens and organization must present physical documents that are delivered manually from one section to another, sometimes producing delays in the delivery due to human causes such as illness, oversight, or overwork of the public worker. By means of automated processes, this documentation is immediately available to the next section or administration in the business process once the documentation has been analyzed and completed by the corresponding section or administration. [0.5 mark for each word/ phrase]			
5 (a)	Revise the following sentences from informal English to formal English by replacing (i) highly colloquial words, (ii) shortened words, and (iii) contracted words with more formal words. Hey dude, wassup? Don't wait up, on my way home. Yeah, didn't get the memo, my bad. Ans.: Hello, how are you ('what's up' is an informal, contracted word)? Do not wait for me. I am on my way home. Yes, I did not know you were waiting, my mistake/ I am sorry. [1 mark for each revision]	6	2	CO 2
5 (b)	Revise the following paragraph by using the correct punctuation, capitalisation, nominalisation, and abbreviation: Since it's establish in 1996, the firm has rapidly grown to include a large professional staff. Currently 40 professionals in the UK serve Europe and 40 more serve North America and the caribbean supported by para-financials and administrative staff. Ans.: Since its establishment in 1996, the firm has rapidly grown to include a large professional staff. Currently 40 professionals in the United Kingdom serve Europe and 40 more serve North America and the Caribbean supported by para-financials and administrative staff. [1 mark for each revision]	4	3	CO 2

PART II

SECTION A

The question has five parts. Answer ALL parts of the question. Each part carries 2 Marks, Total Marks: 10

Question No	Question	Learning levels as per Bloom's taxonomy	CO Mapping
1(a)			CO 4
1(b)			CO 4
1(c)			CO 5
1(d)			CO 6
1(e)			CO 6

SECTION B

Each question has two parts. Answer BOTH parts of Any THREE questions. Total Marks: 30

Question No.	Question	Marks	Learning levels as per Bloom's taxonomy	CO Mapping
2 (a)		6		CO 4
2 (b)		4		CO 4
3 (a)		6		CO 5
3 (b)		4		CO 5
4 (a)		6		CO 6
4 (b)		4		CO 6
5 (a)		6		CO 5
5 (b)		4		CO 5