



**2021/TDC(CBCS)/EVEN/SEM/
ENGSEC-601T/082**

**TDC (CBCS) Even Semester Exam.,
September—2021**

ENGLISH

(6th Semester)

Course No. : ENGSEC-601T

(Technical Writing)

Full Marks : 50

Pass Marks : 20

Time : 3 hours

*The figures in the margin indicate full marks
for the questions*

SECTION—A

Answer any *fifteen* questions :

1×15=15

1. What is the most basic unit of spoken language?
2. Define communication.
3. Name two types of communication.
4. What is formal communication?



(2)

5. What is informal communication?
6. Name one objective of communication.
7. What is 'speech'?
8. Mention another name for 'speech'.
9. What is the most essential component of 'speech'?
10. Name two types of 'speech'.
11. With whom does the speech communication process start?
12. Name an element of an effective speech.
13. Why is selection of topic important in research writing?
14. What is a simple thesis statement?
15. What is expository writing?
16. What is descriptive writing in English?
17. What is the aim of concluding paragraph?
18. What is a transitional paragraph?

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(Continued

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9. What is a report?
10. What does the introduction of a report contain?
11. How would you address the recipient of an informal letter?
12. 'With love' is used in which part of an informal letter?
13. What should be written in agenda?
14. Mention any two parts of a memorandum.

Correct the following sentences :

25. Sun rises in East.
26. She has gone to Delhi yesterday.
27. Shewag is one of the best captain of Indian Cricket.
28. My guest arrived lately.
29. What I can do for you.
30. We are understanding the problem now.

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(Turn Over)



(4)

SECTION—B

Answer any *five* questions :

2×5=10

31. What are the three major parts of speech?
32. What is language?
33. Mention two traits of a good speaker.
34. Name two distinct features of academic writing.
35. What is language coherence?
36. What is cohesion in linguistics?
37. What do you understand by business report?
38. What is a notice?
39. Name any two areas where mistakes are done commonly when we write or speak.
40. What do you understand by common errors in English?

SECTION—C

Answer any *five* questions :

5×5=25

41. Discuss the differences between spoken language and written language.
42. Why is speech considered less prestigious than writing?

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(5)

3. Discuss the differences between 'speech' and 'writing'.
4. What are the characteristics of spoken language?
5. What is narrative writing?
6. What is meant by argumentative writing? Explain with examples.
7. Write a letter to the Editor of a local newspaper complaining about irregular water supply on the one hand and wastage of water on the other.
8. You are the cultural secretary of your college. Write a notice in brief for your college notice board inviting interested students to appear for an audition on 15th October for selection in the college theatre group.
9. Write a brief note on common errors made in everyday speech.
10. Discuss in brief the ways to avoid common errors in formal writing.

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