

**2024/TDC (CBCS)/EVEN/SEM/  
ENGSEC-601T/298**

**TDC (CBCS) Even Semester Exam., 2024**

**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*

**UNIT—I**

**1. Answer any three of the following questions :**

**1×3=3.**

- (a) Define social communication.
- (b) What is interpersonal communication?
- (c) Define formal language.
- (d) Mention one function of language.

( 2 )

2. Answer any one of the following questions : 2

- (a) Mention two physical barriers to communication.
- (b) Mention two characteristics of verbal communication.

3. Answer any one of the following questions : 5

- (a) What are the strategies of communication? Discuss.
- (b) Explain the 7C's of communication.

UNIT—II

4. Answer any three of the following questions :  
1×3=3

- (a) What is speaking?
- (b) What is the most essential component of 'speech'?
- (c) Name two types of writing.
- (d) Mention one feature of academic writing.

5. Answer any one of the following questions : 2

- (a) Mention two traits of a good speaker.
- (b) What is creative writing?

( 3 )

6. Answer any one of the following questions : 5

- (a) Discuss the differences between spoken language and written language.
- (b) Discuss the various stages of documentation.

UNIT—III

7. Answer any three of the following questions :  
1×3=3

- (a) What is argumentative writing?
- (b) What is 'coherence' in a paragraph?
- (c) Define 'Thesis Statement'.
- (d) What do you mean by note-making?

8. Answer any one of the following questions : 2

- (a) Mention the importance of 'selection of topic' in a thesis statement.
- (b) State two differences between narrative and expository writing.

9. Answer any one of the following questions : 5

- (a) Discuss the different stages in a thesis statement.
- (b) What is narrative writing? Discuss.

( 4 )

UNIT—IV

10. Answer any *three* of the following questions :

1×3=3

- (a) What is technical writing?
- (b) What do you mean by report writing?
- (c) What is a handbook?
- (d) What do you mean by 'Business Letter'?

11. Answer any *one* of the following questions : 2

- (a) State two differences between formal and informal letters.
- (b) What is a memorandum?

12. Answer any *one* of the following questions : 5

- (a) Write a letter to the Head of the Institution praying for a free studentship.
- (b) Write a report for a debate competition held in your college.

UNIT—V

13. Answer any *three* of the following as directed :

1×3=3

- (a) Each of the player performed well in the match.

( Correct the sentence )

24J/901

( Continued )

( 5 )

(b) What sort of an insect is that?

( Correct the sentence )

(c) The resources was divided based on its expertise.

( Correct the sentence )

(d) My mother cooks rice yesterday.

( Correct the sentence )

14. Answer any *one* of the following questions : 2

- (a) Name any two areas where mistakes are done commonly when we write or speak.
- (b) Mention two causes of common errors in English language.

15. Answer any *one* of the following questions : 5

- (a) Write a brief note on common errors made in everyday speech.
- (b) What are the different types of technical writing? Discuss.

\*\*\*

24J—610/901

2024/TDC (CBCS)/EVEN/SEM/  
ENGSEC-601T/298