

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