

4. Answer any one of the following questions : 10

(a) Discuss the basic outline of thesis writing.

(b) Write a report for the college magazine on the environmental field trip by your college. (Your name is Amit/Anita, a team leader of student unit and an NSS volunteer, ABC College.)

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2020

ENGLISH

Paper : ENG SEC 4

(Technical Writing)

Full Marks : 50

Time : 2 hours

The figures in the margin indicate full marks for the questions

1. Choose the correct option from the following :

1×5=5

(a) What do you call the list of items to be discussed in a formal meeting?

- (i) Minutes
- (ii) Protocol
- (iii) Agenda
- (iv) Notice

(b) Which of the following is a type of oral communication?

- (i) Lecture
- (ii) Manual
- (iii) Poster
- (iv) Letter

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(c) Gathering ideas about the topic before writing is called

- (i) sequencing
- (ii) brainstorming
- (iii) proofread
- (iv) labeling

(d) The rise and fall in human speech is called

- (i) stress
- (ii) elision
- (iii) assimilation
- (iv) intonation

(e) Which of the following should be avoided in technical writing?

- (i) Facts
- (ii) Punctuation
- (iii) Personal feelings
- (iv) Grammar

2. Answer the following questions : $2 \times 5 = 10$

- (a) What is technical writing?
- (b) Give two examples of written communication.

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(Continued)

(c) What is the purpose of writing a report?

(d) Mention two methods for avoiding errors in technical writing.

(e) What is 'minutes of the meeting'?

3. Answer any five of the following questions :

$5 \times 5 = 25$

(a) State the differences between formal and informal writings.

(b) What are the distinct features of a good speech?

(c) How do you write an effective concluding paragraph?

(d) Explain with an example the significance of user manuals.

(e) Discuss the elements of descriptive writing.

(f) How is linguistic unity maintained in an essay writing?

(g) What do you mean by expository and argumentative writings?

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