

f) Write a note on reading skill.

g) Prepare an agenda for a general meeting.

h) Write a note on the importance of a manuals.

4. Answer **any one** of the following questions :
10×1=10

a) Write an essay on the difference between formal and informal writing.

b) What are the characteristics of a good report? Discuss.

c) Select a topic for your research and write an introductory part of a thesis with suitable example.

Total number of printed pages -4

63 (FY)SEM-3/AEC/ENGAEC2012

2024

ENGLISH

Paper : ENGAEC2012

(Academic Writing and Composition-I)

Full Marks : 50

Pass Marks : 20

Time : Two hours

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

1. Choose the correct answer from the alternatives given below : 1×5=5

a) The word "communication" is derived from the ____ word "Communicare".

i) French

ii) American

iii) Latin

iv) Sanskrit

b) Who wrote the book *The Study of Language*?

- i) George Yule
- ii) M. Frank
- iii) Varinder Kumar
- iv) Rachael Knight

c) Endnote is a

- i) list of writing report
- ii) list of informants
- iii) list of minutes writing
- iv) list of references, explanations, or comments

d) Reference number is

- i) unique identification of a letter
- ii) common to all
- iii) related to thesis
- iv) related to minutes

e) Minutes are associated with

- i) personal meetings
- ii) official meetings
- iii) group discussions
- iv) election campaigns

2. Write *very short answers* to the following questions : (**any five**) $2 \times 5 = 10$

- a) Define thesis.
- b) List two differences between speech and writing.
- c) What is hypothesis?
- d) Define minute.
- e) What do you mean by citation?
- f) What do you mean by handbook?
- g) Write two basic characteristics of argumentative writing.

3. Answer **any five** of the following questions : $5 \times 5 = 25$

- a) Write a short note on various reference management tools.
- b) Write a short note on coherence and cohesion.
- c) Distinguish between minutes and reports.
- d) What is e-correspondence?
- e) Discuss the advantages of oral presentation.