

Total number of printed pages-7

63/1 (SEM-6) SEC4/ENGSE6042

2024

ENGLISH

Paper : ENGSE6042

(Technical Writing)

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 of **any five** questions from the following : $1 \times 5 = 5$
 - (a) The word 'Communication' is derived from 'Communicare' which is a
 - (i) Latin word
 - (ii) Greek word
 - (iii) Spanish word
 - (iv) French word

(b) Which one of the following is not true about language ?

- (i) Language is means or vehicle for communicating ideas, thoughts and feelings.
- (ii) Language is the system of systems which includes phonetics, morphology, semantics and syntax.
- (iii) Language is not an acquired skill and competence.
- (iv) Language is a social and cultural, not a biologically inherited function.

(c) Verbal communication is related to

- (i) writing
- (ii) speaking
- (iii) both writing and speaking
- (iv) expressing with physical movement

(d) What is minutes ?

- (i) Objective of a meeting
- (ii) Written records detailing a meeting
- (iii) President's speech of a meeting
- (iv) Conclusion of a meeting

(e) Which of the following comes last in the process of writing a thesis ?

- (i) Conclusion
- (ii) Methods
- (iii) Title of thesis
- (iv) List of references

(f) The boy _____ the room.

- (i) entered into
- (ii) entered in
- (iii) entered with
- (iv) entered

(g) Which of the following can be defined as story writing ?

- (i) Argumentative writing
- (ii) Narrative writing
- (iii) Expository writing
- (iv) Descriptive writing

(h) Handbook is a book

- (i) giving informations on a subject or instructions for operating a system
- (ii) describing moral lessons behind a system
- (iii) Presenting the whole theories of literary criticisms
- (iv) Containing examination-oriented questions-answers

(i) Which of the following is an example of informal writing ?

- (i) Job application writing
- (ii) E-mail text writing
- (iii) Diary writing
- (iv) Official report writing

(j) I feel _____ weak to walk.

- (i) very
- (ii) too
- (iii) so
- (iv) much

2. Answer **any five** of the following questions :
2×5=10

- (a) Mention *two* elements of communication process.
- (b) What are the key elements of writing an academic text according to L. Hamp-Lyons and B. Heasley ?
- (c) Give *two* examples of technical writing.
- (d) What do you mean by Agenda writing ?
- (e) Write what you know about common errors in writing.
- (f) Define the coherence and cohesion.
- (g) What is scientific writing ?

3. Answer **any five** of the following questions :
5×5=25

- (a) Write a letter to the Editor of a Newspaper about the scarcity of drinking water at your locality.
- (b) Write a note on argumentative writing.

- (c) Supposing yourself as the General Secretary of Students' Union Body at your college, write a notice asking students to participate in an inter-college debate competition.
- (d) Write what you know about transitional paragraph.
- (e) Prepare a structural model of a thesis on a topic of your own choice.
- (f) What do you mean by reports ? Explain with example.
- (g) Write with examples on memorandum.
- (h) What are the distinct features of writings ?
- (i) What is research problem ?

4. Answer **any one** of the following questions :

10

- (a) Discuss language as the medium of communication.
- (b) Write a note on the relevance of writing skills in the present-day job market.

- (c) "Writing is an art in itself, and if we add the word 'technical' to it, suddenly it assumes a different proportion, especially in today's technologically driven world." Discuss.