

*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 :

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- (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.
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