18U216	(Pages	s: 3)	Name		
			Reg. No		
SE	COND SEMESTER U.G. DEGRI		N, APRIL 2019		
	(Regular/Supplemen (CUCBCS	,			
CC17U EN	G2 A03 – WRITING FOR ACAI	,	FESSIONAL SUCCESS		
	English - Com				
Time: Three H	(2017 Admiss	ion onwards)	Marianum 90 Marka		
Time: Timee H	ours		Maximum: 80 Marks		
I. Answer the	following questions:				
A. Choose	the correct answer:				
1. ML	A stands for				
a. N	Modern Linguists Association	b. Modern Langu	age Association		
c. N	Modern Literature Association	d. Mexican Litera	ates Association		
2	are also called 'in house	' communication, m	eant to inform, persuade		
and	to communicate to a group of peop	ole.			
a. L	etters b. Reports	c. Memos	d. E - mails		
3. A_	report makes an evalu	ative judgment as to	whether a project is		
pos	sible or practical.				
a. E	valuative b. Feasibility	c. Progres	d. Recommendation		
4. A_	sentence comprises of	one independent cla	ause and one or more		
dep	endent clauses connected to it.				
a. C	Compound	b. Comple	ex		
c. S	imple	d. Compo	und - Complex		
5. A_	5. A approach to writing aims at convincing readers to accept the writer's				
poi	nt of view.				
a. P	ersuasive b. Argument	cative c. Exposit	ory d. Explanatory		
B. Fill in t	he blanks:				
6.	from Victoria Univer	sity, New Zealand	was among the earliest		
	npilers of AWL.	•	C		
	is an incomplete sente	ence or a disconnecte	ed piece of a main clause.		
	act of stealing others' ideas and				

(1)

Turn Over

9 are necessary to arrange ideas and arguments logically and to establish
connections and relationships between them in a piece of writing.
10. A rhetorical mode of writing suitable for relating a sequence of events or thoughts is called
$(10 \times 1 = 10 \text{ Marks})$
Answer any ten of the following questions in two or three sentences each:
11. Explain 'Blind Peer Reviewing'.
12. List out the major approaches to writing Academic Papers.
13. Mention the three types of progress reports.
14. What is 'Brainstorming'?
15. Differentiate between Surveys and Questionnaires.
16. Write objective statements that can be included in your CVs for the following jobs:

(i) Library Assistant

II.

- (ii) Marketing Manager
- 17. What are the two kinds of Documentation employed in academic papers?
- 18. Rewrite the following sentences eliminating wordiness in them:
  - (i) Observations concerning the matter of maternity leave will be given at the end of the paper.
  - (ii) Owing to the fact that Sudheer secured high rank in the entrance examination he decided to join IIT Madras.
- 19. What is 'Netiquette'?
- 20. How would a personal journal help an academic writer?
- 21. Mention the purpose of a questionnaire in a survey.
- 22. Give one word alternatives for the following expressions:
  - a. in the light of the fact that b. in close proximity to

c. regardless of the fact that d. until such time as

 $(10 \times 2 = 20 \text{ Marks})$ 

- III. Answer any *four* of the following questions in a paragraph each:
  - 23. Discuss the genres in academic writing and their distinctive uses.
  - 24. Explain the structure and process of writing an academic essay.
  - 25. Write a report on the Sports Day event held at your college recently.
  - 26. Write a letter to your friend in Delhi telling him / her of your plan to visit Delhi during the vacation and expressing your wish to see him/her.
  - 27. Differentiate between letters and E-mails, and mention the guidelines for writing E-mails.
  - 28. Write a review of the latest movie you have seen, to be posted on your Blog.

 $(4 \times 5 = 20 \text{ Marks})$ 

18U216

- IV. Answer any *two* of the following questions inn about 300 words each:
  - 29. Prepare a Covering letter and a Resume to apply for the post of a Software Engineer in an IT company.
  - 30. Write an essay on the types of Academic Writing.
  - 31. Narrate the most touching, dramatic or humorous incident that could be posted on your blog.
  - 32. Develop a five paragraph argumentative essay on any one of the following topics:
    - a. Is a world war for water impending in the near future?
    - b. Is reading a dying habit in the digital age?
    - c. Are our social skills improving in the age of digital networking?
    - d. Has culture become a tool for propagandists in the present world?

 $(2 \times 15 = 30 \text{ Marks})$ 

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(3)