

**2022/TDC (CBCS)/EVEN/SEM/
ENGSEC-601T/175**

TDC (CBCS) Even Semester Exam., 2022

ENGLISH

(6th Semester)

Course No. : ENGSEC-601T

(Technical Writing)

Full Marks : 50

Pass Marks : 20

Time : 3 hours

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

SECTION—A

Answer any *fifteen* of the following as directed :

1×15=15

- 1. Mention two elements of communication.**
- 2. Define verbal communication.**
- 3. What is effective communication?**
- 4. What is language?**

(3)

YEAR 1-2019-2020 (27) 15000
00111000-00000000

5. Define speech.
6. Mention two elements of speech.
7. Name two types of writing.
8. What is creative writing?
9. What is an introductory thesis?
10. What is concluding paragraph?
11. What does 'unity' mean in a thesis?
12. What is 'coherence' in a paragraph?
13. What is technical writing?
14. What is a handbook?
15. Name two types of memorandum.
16. What is meant by minutes of a meeting?
17. It is raining for a week.
(Correct the sentence)
18. Why you went there?
(Correct the sentence)

19. Attend your work.
(Correct the sentence)
20. A group of students were playing.
(Correct the sentence)

SECTION—B

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

21. State two differences between spoken and written language.
22. Mention two characteristics of non-verbal communication.
23. Why is writing an important skill?
24. Mention two features of expository writing.
25. Why is topic selection important in research?
26. State two differences between narrative and expository writing.
27. Mention two differences between formal and informal writing.

(4)

28. Mention two distinct features of user manuals.
29. Mention any two common grammatical mistakes.
30. Mention two causes of common errors in English language.

SECTION—C

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

31. Why is communication important in our lives? Discuss.
32. Discuss the salient features of written language.
33. Discuss in brief the relationship between written and spoken language.
34. What is descriptive writing? Explain with examples.
35. What are the different stages in a thesis introduction? Discuss.

(5)

36. Discuss the importance of 'linguistic unity' in a thesis.
37. Write a letter to the Editor of a local newspaper complaining about the inconveniences caused by waterlogging in some parts of your locality during the rainy season.
38. You are the Secretary of the Residents' Welfare Society, Guwahati. Draft a notice to be put on the noticeboard informing the residents about an emergent meeting to be held due to the sudden increase of theft in your society.
39. What are the different types of technical writing? Discuss.
40. Discuss in brief the ways to avoid common errors in spoken English.

★ ★ ★