

2023

ENGLISH

( Skill Enhancement Course )

Paper : Eng-SE-5014

( Technical Writing )

Full Marks : 50

Time : 2 hours

The figures in the margin indicate full marks

1. Answer the following as directed : 1x4=4

- (a) Clarity is an important quality of effective communication. (Write True or False)
- (b) Mention one drawback of verbal communication.
- (c) Mention one form of formal letter.
- (d) The three stages of effective writings are planning, drafting and \_\_\_\_\_.

(Fill in the blank)

24A/199

( Turn Over )

2. Answer the following questions : 2x3=6

- (a) Mention two advantages of written communication.
- (b) Mention two steps to enhance readability in technical writings.
- (c) Mention two essential components of effective communication.

3. Answer any two of the following questions : 5x2=10

- (a) Discuss the characteristics of an effective e-mail message.
- (b) Discuss the importance of preparing and revising a draft for making writing effective.
- (c) Write a note on the need of clarity and conciseness for effective writing.
- (d) Mention the key features of good instruction writing.

4. Answer any three of the following questions : 10x3=30

- (a) Write a letter to the editor of a newspaper about the growing menace of drug abuse in your locality.

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( Continued )

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3 (Sem-5/CBCS) ENG-SE

( 3 )

- (b) Draft a notice inviting participation of the students of your college in an extempore speech competition organized by the students' union of your college.
- (c) Write a note on some of the important components of good technical writing.
- (d) What are the necessary points to be maintained in time of preparing a summary?
- (e) You are Mr. X. Write an application applying for the post of a sales manager in a company citing your qualifications and other important details.
- (f) Discuss the main qualities of a good official letter.

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