

C 4311

(Pages : 3)

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**SECOND SEMESTER (CBCSS—UG) DEGREE EXAMINATION
APRIL 2021**

English (B.Com./B.B.A.)

ENG 2A 03—WRITING FOR ACADEMIC AND PROFESSIONAL SUCCESS

Time : Two Hours and a Half

Maximum : 80 Marks

Section A

Answer at least ten questions.

Each question carries 3 marks.

All questions can be attended.

Overall Ceiling 30.

- 1/ What is Plagiarism ? What are its implications ?
- 2/ What are the popular style guides in use today ?
- 3./ What is Parallelism ?
- 4/ What is recommendation report ?
5. Correct parallelism related mistakes in the following sentences :
 - a) Theodore was interested in reading novels, visiting ruins and he collects stamps.
 - b) Aiswarya cooked food, laying the table, and cleaning the house before the guests arrived.
6. Give one-word substitutes for the following expressions :

a) in this day and age.	b) with the exception of.
c) in the event that.	d) until such time as.
7. Eliminate wordiness in the following sentences :
 - a) It gives me immense pleasure in introducing our esteemed speaker.
 - b) I think, in my opinion, study of humanities is very essential for our times.
- 8/ When do we use the punctuation mark 'colon' ?
- 9./ Identify dependent and independent clauses :
 - a) Although it was raining, Maria went for a jog at the Victoria Park.
 - b) Anil ran to the class when the bell rang.

Turn over

- 10/ ✓ Give formal alternatives to the following redundant expressions :
- | | |
|-------------------|-----------------------------|
| a) final outcome. | b) mutually interdependent. |
| c) past history. | d) visible to the eye. |
- 11/ ✓ What is Curriculum Vitae ?
- 12/ ✓ Punctuate the following sentence :
- mr cherian john where are you going said mary antony
- 13/ ✓ What is a Memo ?
- 14/ ✓ What is a Summary ?
- 15/ ✓ What is a cover letter ?

(10 × 3 = 30 marks)

Section B

Answer at least five questions.

Each question carries 6 marks.

All questions can be attended.

Overall Ceiling 30.

16. Differentiate between the skills expectation in school and college with focus on writing.
- 17/ ✓ What are the kinds of sentences used in an academic essay ? Explain their functions.
- 18/ ✓ What is a Questionnaire ? What are the two kinds of questions used in questionnaire ?
19. Write a blog on your local market.
- 20/ ✓ Write a report on the Environment Day celebrations conducted by your department.
- 21/ ✓ Write an email congratulating you friend on getting an award.
22. Narrate an incident from your childhood in a paragraph using the principles of narrative writing.
- 23/ ✓ What is meant by Academic integrity ?

(5 × 6 = 30 marks)

Section C

*Answer any two questions.
Each question carries 10 marks.*

24. Prepare a cover letter and resume to apply for the post of Assistant Manager in a public sector bank.
25. Write a five paragraph essay on any *one* of the following topics employing the rules and techniques of writing academic paragraph and essay :
 - (a) The Power of Education.
 - (b) Drug Abuse.
 - (c) Gender Equality.
 - (d) Pleasures of Reading.
26. Write a review of book you have read recently.
27. Write an essay on report writing and types of reports.

(2 × 10 = 20 marks)