

This question paper contains 4 printed pages.]

Your Roll No.

662

B.Sc.(H)/B.Sc. Phy. Sc./Life Science Sem.-II A

Paper – ENAT 201

(Technical Writing and Communication in English)

(Admission of 2010 and onwards)

Time : 3 Hours

Maximum Marks : 75

(Write your Roll No. on the top immediately on receipt of this question paper.)

Attempt all questions

1. Write short notes in **50-60** words each on any **five** of the following : **5 × 3 = 15**
- (i) Scientific and Technical writing.
 - (ii) Merits and limitations of written communication.
 - (iii) Information overload.
 - (iv) Adequate development of a paragraph.
 - (v) Structure and importance of report.

- (vi) Importance of References in Research papers.
 - (vii) Importance of 'Feedback'.
 - (viii) Short and long proposals.
2. Write a paragraph of **200** words on any **one** of the following topics : **10**
- (a) Eternal preparedness is the only way to minimise the impact of disaster caused due to natural calamities.
 - (b) International sports events promote peace and harmony in the world.
 - (c) Students role in eliminating social evils.
 - (d) Growing incidence of violence on women in the metro cities.
3. On behalf of the Principal of your Institution, draft a Memorandum to an employee who has been accused of accepting illegal gratification from a book supplier. **10**

OR

Prepare a letter of explanation from the suspected employee that he has never indulged in such a practice.

4. Your College has invited a prominent scientist to deliver a talk on the precautions to be taken in the event of natural calamities such as tsunami and earthquakes. Write the scientist's speech. **10**

OR

Prepare a report on the scientist's talk and the subsequent queries raised by the audience to be published in the college magazine.

5. Write a table of contents with brief comments of a Users' manual on a frost free refrigerator. **10**

OR

Write a table of contents with brief comments on a Users' manual of an inverter.

6. Prepare a speech to be delivered by the head of your Institution on honesty and uprightness in life. **10**

OR

Draft a speech by a student leader on the need to make the campus of your college a 'No Smoking Zone'.

7. Do as directed :

(i) Correct the following sentences : 2

(a) You should avail this opportunity.

(b) He gave me both his books as well as his notes.

(ii) Use the following idioms in sentences of your own : 2

(a) Black sheep

(b) Herculean task.

(iii) Transform the following sentences as directed : 2

(a) He said to Pawan, "We should have tried harder."

(Change to indirect narration)

(b) He said, "This is the book I want."

(Change to indirect narration)

(iv) Change the following sentences from active to passive voice : 2

(a) One must keep one's promise.

(b) How many friends helped you ?

(v) Fill in the blanks with the suitable prepositions : 2

(a) Come and sit _____ me.

(b) He married _____ money.
