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S. No. of Question Paper : 989

Unique Paper Code : 203291

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Name of the Paper : Technical Writing and Communication in English [ENAT-201]

Name of the Course : B.Sc. (H)/B.Sc. (P)

Semester : II

Duration : 3 Hours

Maximum Marks : 75

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

*All the questions are compulsory.*

1. Write short notes on any *three* of the following in about 75 words : 3×5=15

- (a) Body Language
- (b) Five distinctive features of writing
- (c) Grapevine
- (d) Para Language
- (e) Formal communication networks.

2. Answer either (a) or (b) :

(a) Using the thesis statement given, write an essay of 3 paragraphs in about 200 words :

*Recycling helps in conserving natural resources, saving energy and decreasing pollution.* 20

*Or*

(b) (i) Using the topic sentence given, write a paragraph of about 100 words :

*Though it is argued that examinations cause stress and tension in students, they are important for evaluating the students' knowledge.* 10

P.T.O.

- (ii) Write the introductory and the concluding paragraph, in about 50 words each, to the passage given below : 10

### How I View Success

Success can be defined in many ways. Many of us take a materialistic view and measure success in terms of high income, huge bank balances, expensive cars, large houses, and luxurious holidays and so on. However, in my view, success is a reflection of internal human qualities, such as compassion, kindness, honesty, understanding and more. By this definition, the mere fact of making a lot of money does not measure or define success. Success depends on how we treat others. Are we considerate towards others or do we impose our will on them ? Are we mindful of their needs and wishes or do we behave selfishly ? Do we support and encourage our families and friends or do we make them follow the path that suits our needs ? It is clear that the answers to such questions form a critical aspect of success for they reveal the quality of relationships we share with our fellow human beings.

3. (a) You have just completed your graduation and wish to apply for the post of Assistant Scientific Advisor in a reputed toy manufacturing company. Your strengths are your leadership skills, communication skills and your ability to work in a team environment. Write a letter applying for the above mentioned post. (Do not write a resume).

*Or*

- (b) Your college is planning to start a short-term course in Event Management in collaboration with a foreign university. You have been given the task of interacting with the students and preparing a report on the feasibility of running this course. Write the report.

4. (a) A meeting of The Science Society of your college was held to chalk out the action-plan of the society for the forthcoming academic year. Write the minutes of this meeting.

Or

- (b) Prepare a basic User's Manual of a digital camera. (You can cut short the product description part and focus on the format and the instructions to be included). 10

5. Rewrite as directed : 1×10=10

- (i) Change the voice of the following sentences :

(a) The town was destroyed by an earthquake.

(b) One should keep one's promises.

- (ii) Change the following sentences from direct to indirect speech or vice versa :

(a) He said, "I shall go as soon as it is possible."

(b) The stranger enquired where I lived.

- (iii) Change the following sentences from negative to affirmative or vice versa :

(a) We can't find any good books to read.

(b) He admitted that he was wrong.

- (iv) Choose the right one :

(a) I told her not to come, (but/since) she came any way.

(b) (However/While) she likes to play basketball, her favorite sport is tennis.

- (v) Provide one word substitution for :

A doctor who treats heart diseases.

- (vi) Punctuate : his behaviour to say the least was very rude

6. The following passage has 10 grammatical errors. Identify the errors and correct them : 10

My mother have a catering business. When people have parties at their homes, my mother cooked for them. She is a fabulous cook. Many customers contacts her before they have a party. She asks they a lot of questions about the upcoming party. She finds out how people will be there. Then, her and the customer decide on the menu. She hires helpers to serve the food and to weight on the people. She usually will cook the food in her own home, but sometimes people ask her to preparing the food at their houses. She enjoy running her business and is really good at it.