

This question paper contains 3 printed pages]

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S. No. of Question Paper : 8296

Unique Paper Code : 12033907

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Name of the Paper : Technical Writing

Name of the Course : B.A. (Hons.) English (SEC)

Semester : III

Duration : 3 Hours

Maximum Marks : 75

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

The questions paper has two parts, A and B.

Three questions have to be attempted from each part.

Part A

Answer any *three* of the following questions in about 200 words each.

Give suitable examples to illustrate your answers.

Each question carries 10 marks.

1. What are the distinctive features of speech as against writing ?
2. Write about *five* cohesive devices in English language.
3. What are the differences between a descriptive and an expository kind of writing ?
4. What makes Technical Writing different from other writings ?

P.T.O.

5. What are the different ways in which non-verbal communication is used widely and effectively ?
6. Which are the domains in which downward communication is used effectively ? What are its limitations ?

Part B

Answer any *three* of the following questions.

Each question carries **15** marks.

1. You think the Delhi University system of teaching learning is/isn't helping you achieve your goal. Write *three* argumentative paragraphs in support of your view.
2. As the head of your company, write a memo to the head of the finance branch asking for explanation for the loss in the last quarter.
3. As the cultural secretary of your college, you attended a meeting of the College Union with the Principal. Write the minutes of the meeting.
4. Write *three* paragraphs using the following thesis statement :
"Great literature is born out of a period of social turmoil and transition."
5. Write an application for the position of a Branch Manager in a company that has advertised for the same in one of the leading newspapers yesterday. Attach necessary information about yourself.

6. There are fifteen mistakes in the following paragraph. Identify the mistakes and rewrite the paragraph incorporating all the corrections :

Alfred has a strong literary interests and was particularly fascinated and influenced by English literature, aspecially by the English poets, Lord Byron and Percy Bysshe Shelley. He readily accepted Shelley's altitude to life as well as her extravagant idealism, his all embrasing love of mankind, his pacifism and radicallism. At the age of eighteen Alfred wrote the first version of a autobiographical poem of four hundred and twenty five lines in the excellent English. Alfred Nobel never attend an university nor did he obtained any degree. While his older brothers Robert and Ludvig was busy working in the family engineering enterprise, Alfred was send out to the world on educational travels.