

Total number of printed pages—4

63 (FY)SEM-3/AEC/ENGAEC2012

2025

**ENGLISH**

Paper : ENGAEC2012

**(Academic Writing and Composition-I)**

Full Marks : 50

Pass Marks : 20

Time : Two hours

**The figures in the margin indicate full marks for the questions.**

1. Choose the correct answer from the alternatives given below : 1×5=5

(a) The word communication is derived from \_\_\_\_\_.

(i) communnicare

(ii) comuniicare

(iii) communicare

(iv) comunnicare

(b) Which of these must be avoided for effective communication?

- (i) Sharing of activity
- (ii) Politeness
- (iii) Ambiguity
- (iv) Listening

(c) Which of these methods should be used to improve clarity in written communication?

- (i) Use of complex language
- (ii) Frequent use of jargon
- (iii) Long paragraphs
- (iv) Clear structure and concise sentences

(d) \_\_\_\_\_ is the act of stealing others' ideas and works and passing them as one's own.

- (i) Blind Peer Reviewing
- (ii) Honor Code
- (iii) Plagiarism
- (iv) Review of literature

(e) Which of the following is not a feature of a notice?

- (i) Minutes
- (ii) Signature by authority
- (iii) Time, date and place
- (iv) Agenda

2. Write very short answers to the following questions : **(any five)** 2×5=10

- (a) What is the main purpose of a manual?
- (b) Define memorandum.
- (c) What is a handbook?
- (d) What do you mean by linguistic unity?
- (e) What are the key components of writing skill?
- (f) What do you mean by expository writing?
- (g) What is the difference between narrative writing and descriptive writing?

3. Answer **any five** of the following questions :

5×5=25

- (a) Write a note on thesis statement.
- (b) Distinguish between coherence and cohesion.
- (c) Write a note on formal writing.
- (d) Write a notice for summer vacation.
- (e) What is persuasive writing?
- (f) What is the difference between verbal and non-verbal communication?
- (g) What is the importance of an agenda?
- (h) Write a short note on the minutes of a meeting.

4. Answer **any one** of the following questions:

10×1=10

- (a) What is communication? What are the different types of communication? Discuss in detail.
  - (b) Write a letter to the Principal of your college requesting to issue your degree certificate.
-