

Serial number of question paper:

8579

Unique paper code:

12033907

Name of the paper:

Technical Writing

Name of the course:

BSc(PE, HE & S) (CBCS) –(ER)

Semester:

V- Dec 2024

Duration:

3 hours

Maximum marks:

75

- The question paper has two parts A and B. Attempt any three questions from A part and any 4 from Part B.
- In Part-A each question carries 5 marks and in Part-B each question carries 15 marks

Part A

- Q1. What is communication? Discuss the ways to make it effective.
- Q2. What are the distinctive features of writing?
- Q3. What are the differences between speech and writing? Explain
- Q4. What do you understand about barriers to communication? How can one overcome these barriers?
- Q5. What is formal writing? Discuss the various modes of communication.

Part B

- Q6. Write three descriptive paragraphs on a sports facility that you recently visited.
- Q7. As the Head of the Institute, write a letter of appreciation to the incharge of the account section for his contribution in managing the accounts of the college
- Q8. As the secretary of your college Students' Union, you attended a meeting with the Principal to discuss the celebration of the College Fest. Write minutes of the meeting.
- Q9. Write three paragraphs using the following thesis statement:
"Schools should provide educational resources for low-income students during the summers".
- Q.10 Write an application for the position of a section officer finance in a company that has advertised for the same in one of the leading newspapers. Attach necessary information about yourself.