

**SECOND SEMESTER (CBCSS—UG) DEGREE EXAMINATION
APRIL 2021**

English (B.Com./B.B.A.)

ENG 2A 03—WRITING FOR ACADEMIC AND PROFESSIONAL SUCCESS

Time : Two Hours and a Half

Maximum : 80 Marks

Section A

*Answer at least **ten** questions.*

Each question carries 3 marks.

All questions can be attended.

Overall Ceiling 30.

1. What is Plagiarism ? What are its implications ?
2. What are the popular style guides in use today ?
3. What is Parallelism ?
4. What is recommendation report ?
5. Correct parallelism related mistakes in the following sentences :
 - a) Theodore was interested in reading novels, visiting ruins and he collects stamps.
 - b) Aiswarya cooked food, laying the table, and cleaning the house before the guests arrived.
6. Give one-word substitutes for the following expressions :

a) in this day and age.	b) with the exception of.
c) in the event that.	d) until such time as.
7. Eliminate wordiness in the following sentences :
 - a) It gives me immense pleasure in introducing our esteemed speaker.
 - b) I think, in my opinion, study of humanities is very essential for our times.
8. When do we use the punctuation mark 'colon' ?
9. Identify dependent and independent clauses :
 - a) Although it was raining, Maria went for a jog at the Victoria Park.
 - b) Anil ran to the class when the bell rang.

Turn over

10. Give formal alternatives to the following redundant expressions :
- a) final outcome.
 - b) mutually interdependent.
 - c) past history.
 - d) visible to the eye.
11. What is Curriculum Vitae ?
12. Punctuate the following sentence :
mr cherian john where are you going said mary antony
13. What is a Memo ?
14. What is a Summary ?
15. What is a cover letter ?

(10 × 3 = 30 marks)

Section B

Answer at least five questions.

Each question carries 6 marks.

All questions can be attended.

Overall Ceiling 30.

16. Differentiate between the skills expectation in school and college with focus on writing.
17. What are the kinds of sentences used in an academic essay ? Explain their functions.
18. What is a Questionnaire ? What are the two kinds of questions used in questionnaire ?
19. Write a blog on your local market.
20. Write a report on the Environment Day celebrations conducted by your department.
21. Write an email congratulating you friend on getting an award.
22. Narrate an incident from your childhood in a paragraph using the principles of narrative writing.
23. What is meant by Academic integrity ?

(5 × 6 = 30 marks)

Section C

Answer any two questions.

Each question carries 10 marks.

24. Prepare a cover letter and resume to apply for the post of Assistant Manager in a public sector bank.
25. Write a five paragraph essay on any *one* of the following topics employing the rules and techniques of writing academic paragraph and essay :
- (a) The Power of Education.
 - (b) Drug Abuse.
 - (c) Gender Equality.
 - (d) Pleasures of Reading.
26. Write a review of book you have read recently.
27. Write an essay on report writing and types of reports.

(2 × 10 = 20 marks)