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Name.....

Reg. No.....

**THIRD SEMESTER B.VOC. (PROGRAMME) DEGREE EXAMINATION  
NOVEMBER 2019 AND 2020**

**GEC 3EG 06—WRITING FOR ACADEMIC AND PROFESSIONAL SUCCESS**

(2017 Admissions)

Time : Three Hours

Maximum : 80 Marks

I. (A) Choose the correct answer from the options :

1 In an email, 'Bcc' stand for \_\_\_\_\_ ?

- (a) Blog control copy. (b) Blind Carbon Copy.  
(c) Blind control copy. (d) None of these.

2 Words or phrases like totally, really, very, sort of, not enough, a bit, a lot of etc that show emphasis are called \_\_\_\_\_.

- (a) Intensifiers. (b) Slang Expressions.  
(c) Qualifiers. (d) Approximations.

3 \_\_\_\_\_ is a tree shaped diagram that deals with a central topic.

- (a) Flow Chart. (b) Network Diagram.  
(c) Mind Map. (d) Spider Diagram.

4 What is Technorati ?

- (a) Blog Search Engine. (b) Online Radio Show.  
(c) Online Photo Storage Site. (d) Content Development Site.

5 Which among the following is not a Non fictional narrative ?

- (a) Autobiography. (b) News Report.  
(c) Orature. (d) Testimonies.

(5 × 1 = 5 marks)

(B) Answer *all* the following questions in a word or a phrase :

6 Expressions such as 'please, thank you, excuse me, I am sorry, hello, how are you, etc are called \_\_\_\_\_.

**Turn over**

- 7 A \_\_\_\_\_ report compares two or more options and then recommends one.
- 8 \_\_\_\_\_ are called the traffic signals of language.
- 9 The \_\_\_\_\_ style guide is prepared with the objective of standardizing scientific writing.
- 10 \_\_\_\_\_ are used to set off information that is nonessential to the meaning of the sentence.

(5 × 1 = 5 marks)

II. Answer any *ten* from the following in one or two sentences :

- 11 What is an Honor Code ?
- 12 Define 'Ping'.
- 13 What are the three steps in memo writing ?
- 14 What do you mean by 'purpose' in academic writing ?
- 15 What are the advantages of a fee based blog ?
- 16 Prepare a sample MLA works cited entry for :
- (a) An essay in a book collection
- (b) A journal article.
- 17 What are fictional narratives ?
- 18 Punctuate the following passage :
- One day nasredin was on the roof of his house mending a hole in the tiles he had nearly finished and he was pleased with his work suddenly he heard a voice below call hello when he looked down nasreddin saw an old man in dirty clothes stand below
- 19 Mention any *two* uses of semicolons.
- 20 Identify the type of error in the following sentence and correct it.
- (a) The campus placement was drive was attended by five hundred students, fifty eight students received offer letters.
- 21 What is argumentative/persuasive writing ?
- 22 Give examples of redundant phrases.

(10 × 2 = 20 marks)

III. Answer any *four* of the following questions in a *paragraph* :

- 23 What are discourse markers and its functions ? Explain with examples.
- 24 Write a paragraph explaining the process of applying for a passport following the rules of a process analysis essay ?
- 25 Write a brief review of a movie you have watched recently.
- 26 What are the etiquettes to be followed while sending an email ?
- 27 Write a brief note on the importance of revising a research paper.
- 28 Using the principles of descriptive writing, give a description of your favorite restaurant.

(4 × 5 = 20 marks)

IV. Answer any *two* of the following in an essay :

- 29 Write an essay on the mechanics and conventions of academic writing.
- 30 Employing the rules and techniques of academic writing, attempt a five paragraph essay on any *one* of the following topics :
  - a) Internet Safety and Cybercrimes
  - b) The Impact of Digitization in India
  - c) Women empowerment.
  - d) Social responsibility.
- 31 Write a full length report on a charity event conducted by the members of your during the vacation.
- 32 Prepare a cover letter and a resume to apply for the post of a Public Relations Officer in a popular firm near your home.

(2 × 15 = 30 marks)