

**THIRD SEMESTER B.Voc. (PROGRAMME) DEGREE EXAMINATION
NOVEMBER 2018**

Common Course

GEC 3EG 07—WRITING FOR ACADEMIC AND PROFESSIONAL SUCCESS

(2017 Admissions)

Time : Three Hours

Maximum : 80 Marks

I. Answer the following questions :

(A) Chose the Correct Answer :

1 Research and referencing is an integral part of _____.

- (a) Anecdotes.
- (b) Academic writing.
- (b) Creative writing.
- (d) Minutes.

2 APA stands for :

- (a) American Psychological Association.
- (b) American Physics Association.
- (c) American Psychiatry Association.
- (d) Asian Psychology Association.

3 Reference in a CV stands for :

- (a) Personal objective.
- (b) Contact details of someone connected to you.
- (c) The work history.
- (d) Achievements and recognition.

4 The topic of an email is provided in its :

- (a). cc.
- (b) bcc.
- (c) email address.
- (d) Subject line.

5 _____ report will say whether a product will meet its expectations, or whether it is “good” or “useful.”

- (a) Recommendation.
- (b) Progress.
- (c) Product.
- (d) Evaluative.

(B) Fill in the Blanks :

6 AWA is the short form of _____.

7 _____ is a rhetorical form used to show similarities and differences.

8 _____ in an academic paper includes explanations, details, examples, quotations from sources, and opinions of experts.

Turn over

9 An _____ can replace a colon, comma, or parenthesis.

10 _____ is a type of direct information gathering in which you directly observe and record.

(10 × 1 = 10 marks)

II. Answer any *ten* of the following questions in two or three sentences each. Each question carries 2 marks :

11 What do you mean by the sense of responsibility involved in academic writing ?

12 What does honor code signify ?

13 What are the major documentation styles in subjects under humanities ?

14 What is the significance of review of literature ?

15 What are the pre-writing techniques for effective academic writing ?

16 What is the ideal length and position of a thesis statement ?

17 What is a narrative ? Give examples.

18 What are the main genres of academic writing ?

19 Explain the basic rules of subject-verb agreement.

20 What are the uses of product reviews ? Clarify.

21 Mention the purpose of a questionnaire in a survey.

22 Differentiate between a CV and a Resume.

(10 × 2 = 20 marks)

III. Answer any *four* of the following questions in a paragraph each. Each question carries 5 marks :

23 List the rhetorical modes and their uses.

24 Prepare an outline for a five paragraph essay on a topic of your choice.

25 What do you mean by brainstorming ?

26 Comment on the features descriptive writing.

27 Write a report of the cultural activities of your college during the current academic year.

28 Write a brief review of a book you have read recently.

(4 × 5 = 20 marks)

IV. Answer any *two* of the following questions in about 300 words each. Each question carries 15 marks :

29 Discuss the genres in academic writing and their distinctive uses.

30 What are the characteristics of an illustrative essay ? Write one on any of the following topics :

(a) List and explain the features of a smartphone.

(b) Write about use of drugs on college campuses.

(c) The impact of social networks among the youth.

31 Analyse the role of blogs in the modern times focusing on the opportunities and challenges. Write a blog post on the topic ' Kerala as a 'Tourist Hub'.

32 Prepare a cover letter and a resume to apply for the post of accountant in a corporate company.

(2 × 15 = 30 marks)