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(Pages : 3)

Name.....

Reg. No.....

**THIRD SEMESTER B.VOC. DEGREE EXAMINATION
NOVEMBER 2023**

Common Course—English

GEC 3EG 06—WRITING FOR ACADEMIC AND PROFESSIONAL SUCCESS

(2017 Admissions)

Time : Three Hours

Maximum : 80 Marks

I. Answer the following questions :

(A) Choose the correct answer :

- 1 Academic writers are normally referred to as _____.
(Professors, Teachers, Guide, Scholars)
- 2 The genres of Academic writing include _____.
(Notes, Essays, Observations, Findings)
- 3 The main skill involved in case study is _____.
(Reading, Problem solving, Organization, Analysis)
- 4 The key function of narrative mode is _____.
(Recounting events, Explaining reasons, Making claims, Explaining categories)
- 5 Pre-writing means to _____.
(Understand the topic, Draft the concluding paragraph, Draft the introductory paragraph, edit the essay)

(B) Fill in the blanks :

- 6 Documentation style MLA stands for _____.
- 7 The word 'case' in case study refers to _____.
- 8 The major steps preceding the submission of an academic assignment are pre-writing, writing and _____.

Turn over

- 9 Research scholars in Social Sciences usually follow _____ format for documentation.
- 10 _____ paragraph restates the thesis statement, summarises the main points or premises, and gives a concluding remark.

(10 × 1 = 10 marks)

II. Answer any *ten* of the following questions in two or three sentences each :

- 11 Define the terms 'Podcast' and 'Flickr'.
- 12 What is the objective of writing a memo ?
- 13 Define the term 'Rhetoric'. Which are the rhetorical modes commonly used in academic writing ?
- 14 What are discourse markers ? Give four examples.
- 15 Punctuate the following sentences :
- (a) george however is not aware of this
 - (b) the bible says spare the rod and spoil the child
- 16 Identify the dependent and independent clauses in the following sentences :
- (a) Nobody knows where he is now.
 - (b) If you do not water the plants, they will dry up.
- 17 Give one word substitutes for the following expressions.
- (a) with the exception of
 - (b) first and foremost
 - (c) in this day and age
 - (d) is aware of the fact that
- 18 What is 'proposal' in academic writing ?
- 19 What are 'Surveys' ?
- 20 What is meant by a sentence fragment ? Illustrate with an example.
- 21 Differentiate between 'directional process analysis' and 'informational process analysis'. Give an example for each.

22 Revise the following nonparallel sentences.

- (a) They are brave, intelligent and always tell the truth.
- (b) You can impress the interview board only if you answer the questions quickly, clearly and with accuracy.

(10 × 2 = 20 marks)

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

- 23 What are the prerequisites for learning academic writing ?
- 24 Write a brief note on the importance of 'voice' in an academic work.
- 25 Write a brief review of a movie which is a remake of a popular novel.
- 26 Write a letter to your friend inviting him/ her to the marriage of your sister/ brother.
- 27 Write a report on one of the important days you celebrated at your college during the current academic year.
- 28 List the distinctive features of academic and non-academic writings.

(4 × 5 = 20 marks)

IV. Answer any *two* of the following questions in about 300 words :

- 29 Prepare a cover letter and CV to apply for the post of a Public Relations Officer in a reputed hospital.
- 30 Briefly analyse the features of an argumentative essay. Attempt an argumentative essay on any *one* of the following :
 - (a) Is social media a bane or a boon ?
 - (b) Should tobacco products be completely banned ?
 - (c) Should teachers be held accountable for poor test scores ?
 - (d) Should colleges require uniforms ?
- 31 What is a Blog ? What is blogging. Write a blog on "indoor gardening."
- 32 Explain the ways to eliminate wordiness in academic writing. Illustrate with examples.

(2 × 15 = 30 marks)