

D 103680

(Pages : 3)

Name.....

Reg. No.....

**SECOND SEMESTER (CBCSS—UG) DEGREE EXAMINATION  
APRIL 2024**

(B.Com/B.B.A./B.H.A./B.T.H.M.)

English

ENG 2A 03—WRITING FOR ACADEMIC AND PROFESSIONAL SUCCESS

(2019—2021 Admissions)

Time : Two Hours and a Half

Maximum : 80 Marks

I. Answer the following questions : (2 marks each) :

- 1 What is brainstorming ? What is its use in pre-writing activities ?
- 2 What is academic writing ?
- 3 What is parallelism ?
- 4 What is proof reading ?
- 5 Correct parallelism related mistakes in the following sentences :
  - (a) Gokul earns a lot of money from his business every month, but he is spending all his earnings by the end of the month.
  - (b) The teacher told the student that they can pass the examination only if they answer the questions quickly, clearly, and with accuracy.
- 6 Give one-word substitutes for the following expressions :
  - (a) Until such time as.
  - (b) The majority of.
  - (c) Due to the fact that.
  - (d) Each and everyone.
- 7 Eliminate wordiness in the following sentences :
  - (a) The garment that Swetha wore for the meeting was pink in colour.
  - (b) It is expected that the revised repo rate will be announced by the Reserve Bank of India within the next few days.
- 8 What is a review ?

Turn over

9 Identify dependent and independent clauses :

- (a) While waiting for his friend in front of the coffee house, Mohan saw an old woman selling lottery tickets.
- (b) Rajesh didn't change his style of batting until the coach has instructed.

10 Give formal alternatives to the following redundant expressions :

- (a) Mutually interdependent.
- (b) Sooner or later.
- (c) Final outcome.
- (d) Lose temper.

11 What is a cover letter ?

12 Punctuate the following sentence :

sreejith used the phrase you know so often that i finally said no i don't know.

13 What is a survey ?

14 What is a memo ?

15 What is the objective of compare and contrast essay ?

(Ceiling 25)

II. Answer the following questions in a paragraph of 100 words each : (5 marks each)

16 Write briefly on the sections in a Social Science dissertation.

17 What are the prerequisites for learning academic writing ?

18 What is meant by Academic integrity ?

19 Write a blog on the tourist destination in your village.

20 Write a report on the Anti-Drug programmes conducted by your college.

21 Write an email to your friend inviting him for a job fair to be conducted by the Employment exchange department at Calicut in the next month.

22 Narrate an exciting incident from your personal experience in a paragraph using the principles of narrative writing.

23 What is meant by Academic integrity ?

(Ceiling 35)

III. Answer any *two* of the following questions in about 200 words.

24 Prepare a cover letter and resume to apply for the post of Sales Manager in a reputed business firm.

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) Dowry as a social evil.

(b) Gender Equality.

(c) Mall culture in Kerala.

(d) Mental stress among youth.

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)

C 43101

(Pages : 3)

Name.....

Reg. No.....

**SECOND SEMESTER (CBCSS—UG) DEGREE EXAMINATION, APRIL 2023**

B.Com./B.B.A.

English

ENG 2A 03—WRITING FOR ACADEMIC AND PROFESSIONAL SUCCESS

(2019—2021 Admissions)

Time : Two Hours and a Half

Maximum : 80 Marks

I. Answer the following questions. 2 marks each :

- 1 What is Plagiarism ?
- 2 What is the objective of a literature review ?
- 3 Define the term 'Rhetoric'. What are the rhetorical modes commonly used in academic writing assignments ?
- 4 What is blind peer reviewing ?
- 5 Give formal alternatives for the following informal words and phrasal verbs :
  - (a) put off.
  - (b) go on.
  - (c) give.
  - (d) find out.
- 6 Revise the following sentence fragments :
  - (a) I was not well. I did not attend the class yesterday.
  - (b) Looking forward to seeing you.
- 7 What is APA ? What are the sections included in a typical APA style paper ?
- 8 Define the terms 'search engine' and 'technorati.'
- 9 Give four examples for discriminatory words associated with physical disability that are to be avoided in formal academic writing.
- 10 What is the objective of writing a feasibility report ?

**Turn over**

- 11 What are discourse markers ? Give examples.
- 12 Which are the components of a CV ?
- 13 Revise the following wordy sentences :
- (a) It gives me immense pleasure in introducing our new manager.
  - (b) I think, in my opinion, politics is very much needed within the campus.
- 14 Fill in the blanks by choosing the correct verb given within brackets :
- (a) Many a man \_\_\_\_\_ dreamed of fame and honour. [have, has]
  - (b) Nobody \_\_\_\_\_ disappointed with the results. [ is, are ]
- 15 Punctuate the following sentences :
- (a) domestic harmony requires three virtues love trust and fidelity.
  - (b) I watched the thief he did not try to run away.

(Ceiling 25)

II. Answer the following questions in *a paragraph* of 100 words each. 5 marks each :

- 16 Discuss the genres in academic writing and their distinctive uses.
- 17 List the aspects of your paper to be checked at the proofreading stage prior to the submission or publication.
- 18 Write a paragraph describing a tourist spot you have visited recently.
- 19 Write a brief note on email etiquette.
- 20 Bring out the major approaches to academic writing.
- 21 Write a report on one of the club activities held in your college during the current academic year.
- 22 Explain the features of a case study.
- 23 Write a letter to your friend inviting her to join you for the picnic during the summer holidays.

(Ceiling 35)

III. Answer any *two* of the following questions in about 200 words each :

- 24 Illustrate the features of descriptive essays.
- 25 Write a five-paragraph essay on any *one* of the following topics employing the rules and techniques of writing academic essay.
  - (a) Is reading a dying habit in the digital age ?
  - (b) Is social media a bane or a boon ?
  - (c) The menace of drugs.
  - (d) Eating habits and health.
- 26 Prepare a cover letter and a resume to apply for the post of Public Relations Officer in a reputed hospital.
- 27 Write a full length review of a gadget that you use.

(2 × 10 = 20 marks)

C 23800

(Pages : 3)

Name.....

Reg. No.....

**SECOND SEMESTER (CBCSS—UG) DEGREE EXAMINATION  
APRIL 2022**

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

ENG 2A 03—WRITING FOR ACADEMIC AND PROFESSIONAL SUCCESS

(2019—2020 Admissions)

Time : Two Hours and a Half

Maximum : 80 Marks

I. Answer the following questions. 2 marks each :

- 1 What is blind peer reviewing ?
- 2 What is 'proposal' in academic writing ?
- 3 Give formal alternatives for the following colloquial expressions :
  - (a) beyond doubt.
  - (b) part and parcel of.
  - (c) lose temper.
  - (d) stumbling block.
- 4 What is academic integrity ?
- 5 Illustrate the use of in-text documentation in MLA style with an example ?
- 6 Differentiate between surveys and questionnaires ?
- 7 Remove the unnecessary part from the following redundant expressions :
  - (a) absolutely evil.
  - (b) careful scrutiny.
  - (c) actual facts.
  - (d) advance warning.
- 8 What is Brainstorming ?
- 9 What are the uses of product reviews ?

**Turn over**

- 10 Identify the dependent and independent clauses in the following sentences :
- (a) As soon as the signal was given, every soldier fired.
  - (b) You will fail unless you work hard.
- 11 Write an example each for simple, complex, compound and compound-complex sentences.
- 12 What is a Summary ?
- 13 Revise the following nonparallel sentences :
- (a) I love dancing, gardening and to cook.
  - (b) He is an actor, a dancer and plays the violin.
- 14 Fill in the blanks by choosing the correct verb given within brackets :
- (a) Neither my sister nor my parents \_\_\_\_\_ here. [ are, is ]
  - (b) Everybody \_\_\_\_\_ him. [know, knows]
- 15 Punctuate the following sentences :
- (a) my brother in laws car collided with a bus
  - (b) did you hear him he whispered

(Ceiling 25)

II. Answer the following questions in a *paragraph* of 100 words each. 5 marks each :

- 16 What are the steps in planning an academic essay ?
- 17 Write a brief note on the rhetorical modes and their uses.
- 18 Imagine that you are the Senior Branch Manager of Life Insurance Corporation of India. Draft a memo requesting all the employees of the branch to attend the farewell party of the Assistant Administrative Officer to be held at 2 p.m. on December 2, 2022 in the Conference hall.
- 19 Explain the process of applying for a passport.
- 20 Narrate a proud moment in your life in a paragraph using the principles of narrative writing.
- 21 Write a letter to the Principal of your college requesting him for a letter of recommendation which is to be submitted to pursue your studies abroad.
- 22 What are the advantages of a fee-based blog ?
- 23 Write a brief note on Business Card etiquette.

(Ceiling 35)



III. Answer any *two* of the following questions in about 200 words each :

- 24 Illustrate the features of Descriptive essays.
- 25 Write a five-paragraph essay on any one of the following topics employing the rules and techniques of writing academic essay.
- (a) Describe a person whom you admire the most.
  - (b) Compare and contrast urban colleges and rural colleges.
  - (c) A visit to a Historical place.
  - (d) Should there be a compulsory dress code in colleges ?
- 26 Prepare a cover letter and a resume to apply for the post of Senior Marketing Manager in a multinational company.
- 27 What is a Blog ? What is Blogging ? Write a blog on 'Tips to improve spoken English'.

(2 × 10 = 20 marks)

C 22010

(Pages : 3)

Name.....

Reg. No.....

**SECOND SEMESTER (CBCSS—UG) DEGREE EXAMINATION  
APRIL 2022**

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

ENG 2A 03—WRITING FOR ACADEMIC AND PROFESSIONAL SUCCESS

(2021 Admissions)

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 are the features of a case study ?
2. What is academic writing ?
3. What is the objective of compare and contrast essay ?
4. What is a Fragment ?
5. Correct parallelism related mistakes in the following sentences :
  - a) Albin was interested in reading newspaper, watching films and he plays chess.
  - b) According to Edward Said, an intellectual is an outsider, amateur and a person who disturbs the status quo.
6. Give one-word substitutes for the following expressions :
  - a) on a frequent basis
  - b) in the event that
  - c) with the exception of
  - d) in this day and age
7. Eliminate wordiness in the following sentences :
  - a) It is expected that the revised repo rate will be announced by the Reserve Bank of India within the next few days.
  - b) I think, in my opinion, rather than living in imagination, the willingness to accept the realities is essential for success in life.

**Turn over**

8. What is a Blog ?
9. Identify dependent and independent clauses :
  - a) Although it was raining, Sam went for a jog at the Victoria Park.
  - b) When you finish your assignments, please help me in the kitchen.
10. Give acceptable expressions to the following :
  - a) visible to the eye
  - b) past history
  - c) lose temper
  - d) Sooner or later
11. What is a Memo ?
12. Punctuate the following sentence :

when I was a child i could watch tv whenever i wanted to
13. What is Proofreading ?
14. What is 'honor code' ?
15. What is recommendation report ?

(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. Write briefly on the sections in a Social Science dissertation.
17. Bring out the major approaches to writing.
18. Illustrate the structure of an academic essay.
19. Write a blog on the tea shop in your village.
20. Write a report on the environment day celebrations in your college.
21. You are staying at the college hostel. Write an email to your parents about your plans during vacation.

22. Narrate an exciting incident from your personal experience in a paragraph using the principles of narrative writing.
23. What are the kinds of sentences used in an academic essay ? Explain their functions.

(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 Marketing Manager in a reputed company functioning in your district.
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) Mall culture in Kerala
  - (b) Environmental conservation
  - (c) Online classrooms
  - (d) Influence of videogames
26. Write a full length review of a film you have recently watched.
27. Write an essay on report writing and types of reports.

(2 × 10 = 20 marks)

C 4311

(Pages : 3)

Name.....

Reg. No.....

**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)

C 82366

(Pages : 2)

Name.....

Reg. No.....

SECOND SEMESTER B.Com./B.B.A. DEGREE EXAMINATION, APRIL 2020

(CBCSS—UG)

English

ENG 2A 03—WRITING FOR ACADEMIC AND PROFESSIONAL SUCCESS

(2019 Admissions)

Time : Two Hours and a Half

Maximum : 80 Marks

I. Answer the following questions : (2 marks each) :

- 1 How does critical thinking benefit an academic writer ?
- 2 What do you mean by non-academic writing ?
- 3 What are the steps to excel in becoming academic writing ?
- 4 What are three major processes preceding the submission of an academic assignment ?
- 5 What is the function of argumentative thesis statement ?
- 6 What do you mean by characters in a narrative ?
- 7 What is an argument ?
- 8 What are the constituents of an argumentative essay ?
- 9 What is meant by a definition ?
- 10 Why argumentative writing is called persuasive writing ?
- 11 How can academic writing be made more effective ?
- 12 List a few words that are not gender specific expressions.
- 13 What are the main functions of discourse markers ?
- 14 Define a sentence.
- 15 Define Parallelism.

(Ceiling 25)

II. Answer the following questions in *a paragraph* of 100 words each : (5 marks each) :

- 16 What is the basic objective of Peer Reviewing of academic papers ? Write a paragraph in your own words explaining the process of Blind Peer Reviewing.
- 17 What are the advantages of a five paragraph essay ?
- 18 What is meant by a case study ? What are its essential components ?
- 19 Narrate an incident from your childhood in a paragraph using the principles of narrative writing.

Turn over



- 20 What are the steps in writing an academic essay ?
- 21 What are the points to remember while preparing an outline ?
- 22 What are the functions of an introductory paragraph ? Attempt one based on the topic "Gold and future".
- 23 Describe the inaugural function of your Arts Day celebration.

(Ceiling 35)

**III.** Answer any *two* of the following questions in about 200 words each :

- 24 Describe the important writing genres employed by the academic community.
- 25 Write a five-paragraph essay on any one the following topics employing the rules and techniques of writing academic paragraph and essay :
  - a) The role of mother tongue in higher education sector.
  - b) The status of women in politics.
  - c) Sports and nationalism.
  - d) The strengths and weaknesses of social media.
- 26 Write a full-length review of a popular TV show.
- 27 You are applying for the post of sub-editor in a reputed newspaper company. Prepare a cover letter and a resume to apply for the post.

(2 × 10 = 20 marks)