

D 103460

(Pages : 3)

Name.....

Reg. No.....

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

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

English

ENG 2A 03—WRITING FOR ACADEMIC AND PROFESSIONAL SUCCESS

(2017—2018 Admissions)

Time : Three Hours

Maximum : 80 Marks

I. Answer the following questions :—

(A) Choose the correct answer :

1 MLA stands for :

- a) Modern Language Association.
- b) Modern Linguistic Association.
- c) Modern Language Agency.
- d) Modern Language Alumni.

2 Colon used in academic writing is for _____.

- a) To introduce a series of items in a list.
- b) To quote something.
- c) To emphasize a word or a term.
- d) To show contractions and possession.

3 Academic writing skill is needed for success in _____.

- a) Higher education.
- b) Interviews.
- c) Public speech.
- d) Group discussion.

4 Pre-writing, writing and revising are the major steps in planning a/an _____.

- a) Letter.
- b) CV.
- c) Essay.
- d) Request.

Turn over

5 Non academic essay contains _____ ending.

- a) Clear.
- b) Abrupt.
- c) Formal.
- d) Detailed

(B) Fill in the blanks :

6 Formal language and use technical and formal vocabulary are the distinctive features of _____.

7 AWL is the short form of _____.

8 _____ is an act of stealing others' material as one's own.

9 _____ is a research instrument consisting of a series of questions for a purpose of gathering information from respondents

10 CV is the abbreviation of _____.

(10 × 1 = 10 marks)

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

- 11 How do you define academic writing ?
- 12 What is 'honor code' ?
- 13 Discuss the features of narration as a rhetorical mode.
- 14 What is Fragment ?
- 15 What is the use of Semicolon in academic writing ?
- 16 What is a case study ?
- 17 Mention the purpose of a questionnaire in a survey.
- 18 What is a Review ?
- 19 What is a CV ?
- 20 What is a blog ?
- 21 What is a summary ?
- 22 Explain 'blind peer reviewing' ?

(10 × 2 = 20 marks)

III. Answer any *four* questions out of six in *a paragraph* each :

- 23 Write a report of the cultural activities of your college during the current academic year.
- 24 Write a brief review of a movie you have watched recently ?
- 25 What are the main elements of a division / classification of an essay ?
- 26 Write about different types of reports.
- 27 What is a Case Study and what are the uses of case studies ?
- 28 Role of questionnaire in Research.

(4 × 5= 20 marks)

IV. Answer any *two* out of the four questions given in about 300 words :

- 29 Prepare a cover letter and CV for the post of H R Manager in an International IT Company named X-Presso IT solutions, Bangalore.
- 30 Write a five -paragraph essay on any of the following topics employing the rules and techniques of writing academic paragraph and essay :
 - a) Sustainable Development and environment.
 - b) Social Life in the Post-Corona World.
 - c) Influence of social media in the Campus life.
 - d) Role of NGOs during Natural calamities.
- 31 Write a summary of a book that you have read recently.
- 32 Write a suitable content for a blog on “Role of Youth in Indian Politics”.

(2 × 15 = 30 marks)

C 42860

(Pages : 4)

Name.....

Reg. No.....

**SECOND SEMESTER (CUCBCSS—UG) DEGREE EXAMINATION
APRIL 2023**

B.Com./B.B.A.

English

ENG 2A 03—WRITING FOR ACADEMIC AND PROFESSIONAL SUCCESS
(2017—2018 Admissions)

Time : Three Hours

Maximum : 80 Marks

I. Answer the following questions :

(A) Choose the correct answer :

- 1 Academic writing generally refers to all writing tasks assigned to students for the Purpose study at _____ level.
 - (a) School.
 - (b) College.
 - (c) Primary.
 - (d) Secondary.
- 2 When an academic paper is written for publication, it undergoes a process known as _____.
 - (a) Blind Peer Reviewing.
 - (b) Plagiarism.
 - (c) Honor Code.
 - (d) Review of Literature.
- 3 _____ approach to writing aims at convincing readers to accept the writer's point of view.
 - (a) Expository.
 - (b) Persuasive.
 - (c) Analytical.
 - (d) Descriptive.
- 4 AWL in academic writing stands for :
 - (a) Academic Writers List.
 - (b) Available Work List.
 - (c) Arranged Work List.
 - (d) Academic Word List.
- 5 _____ description is predominantly personal.
 - (a) Objective.
 - (b) Subjective.
 - (c) Analytic.
 - (d) Valuable.

Turn over

(B) Fill in the blanks :

- 6 The main purpose of review of literature as an academic writing activity is to display your _____ of the subject.
- 7 The most popular mode of documentation style in subjects under humanities is _____.
- 8 _____ punctuation mark indicates a pause or a break in a sentence that is longer than a comma.
- 9 _____ is the punctuation mark used to indicate a contraction or a possession.
- 10 In an e-mail 'Bcc' stands for _____.

(10 × 1 = 10 marks)

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

- 11 How can plagiarism be avoided in academic writing ?
- 12 What are the features of a case study ?
- 13 What is a Discourse Marker ?
- 14 What is a recommendation report ?
- 15 Correct parallelism-related mistakes in the following sentences :
 - (a) Gayathri enjoys teaching grammar, counselling students, and participate in seminars and conferences.
 - (b) According to Edward Said, an intellectual is an outsider, amateur, and a person who disturbs the status quo.
- 16 Give one-word substitutes for the following expressions :
 - (a) Notwithstanding the fact that.
 - (b) First and foremost.
 - (c) In the event that.
 - (d) Until such time as.

- 30 Write a five-paragraph essay on any *one* of the following topics :
- (a) Dowry as a social evil.
 - (b) Gender Equality.
 - (c) Violence among Youth.
 - (d) India of my dreams.
- 31 Write a full-length review of any one of the electronic devices you use for attending online classes.
- 32 Write an essay on report writing and types of reports.

(2 × 15 = 30 marks)

C 21688

(Pages : 3)

Name.....

Reg. No.....

SECOND SEMESTER (CUCBCSS-UG) DEGREE EXAMINATION, APRIL 2022

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

ENG 2A 03—WRITING FOR ACADEMIC AND PROFESSIONAL SUCCESS

(2017—2018 Admissions)

Time : Three Hours

Maximum : 80 Marks

I. Answer the following questions :

A) Choose the correct answer :

- 1 _____ skill is needed for success in higher education.
 - (a) Public speaking.
 - (b) Technical writing.
 - (c) Academic writing.
 - (d) Creative writing.
- 2 The most popular style guide in subjects under Humanities is _____ style.
 - (a) APA.
 - (b) MLA.
 - (c) MHRA.
 - (d) AMA.
- 3 _____ helps the writer to clearly convey the message.
 - (a) Punctuation.
 - (b) Paragraphs.
 - (c) Abbreviations.
 - (d) Synonyms.
- 4 _____ is a group activity conducted at the beginning of a project to generate ideas.
 - (a) Group Discussion.
 - (b) Debate.
 - (c) Brainstorming.
 - (d) Analysis.
- 5 _____ is a rhetorical mode aimed at explaining something with examples.
 - (a) Classification.
 - (b) Comparison.
 - (c) Illustration.
 - (d) Definition.

B) Fill in the blanks :

- 6 A _____ is an article that represents a critical evaluation of a text, performance or production.
- 7 'Blog' is the short form of _____.

Turn over

- 8 _____ is one of the crucial elements of proposals in professional as well as academic contexts.
- 9 _____ is the backbone of an essay.
- 10 Papers sent for publication in scholarly journals undergo _____ and evaluation.
- (10 × 1 = 10 marks)

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

- 11 Which are the two kinds of documentation employed in academic papers ?
- 12 What does the word 'literature' in 'review of literature' refer to ?
- 13 What is AWL ?
- 14 What does 'genre' refer to in academic writing ?
- 15 Differentiate between CV and resume.
- 16 Define 'Academic Integrity'.
- 17 Which aspects of a paper are to be checked while reading the proof ?
- 18 What are surveys ?
- 19 Name four popular hosts that offer free blogs.
- 20 What are widgets ?
- 21 What is Podcast ?
- 22 Distinguish between a research paper and an essay.

(10 × 2 = 20 marks)

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

- 23 What are the main features of a report ?
- 24 Briefly explain the components of a CV.
- 25 You have just received a birthday gift sent by your friend who lives in Delhi. Write a letter thanking him for the gift and for remembering your birthday.
- 26 Write a descriptive paragraph on a tourist place you visited recently.
- 27 What are the processes involved in identifying and presenting a thesis statement ?
- 28 Explain ways to eliminate wordiness in writing.

(4 × 5 = 20 marks)

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

- 29 Prepare a cover letter and a CV to apply for the post of Human Resources Manager in a hospital.
- 30 Explain the standard elements that every movie review should contain. Write a review of a movie you have recently seen.
- 31 What is a memo ? Explain the circumstances in which you send memos. Imagine that you are the Works supervisor of FACT, Kalamassery. You are planning to go on leave for a week. Draft a memo to be sent to your sub-ordinates briefing them on the works to be completed in your absence.
- 32 What are the features of an argumentative essay ? Write an argumentative essay on Online Learning in Post-Covid Times.

(2 × 15 = 30 marks)

C 4034

(Pages : 4)

Name.....

Reg. No.....

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

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

ENG 2A 03—WRITING FOR ACADEMIC AND PROFESSIONAL SUCCESS

(2017 Admissions)

Time : Three Hours

Maximum : 80 Marks

I. Answer the following questions. Each question carries 1 mark :

(A) Choose the correct answer :

1 Academic essay usually contains ——— vocabulary.

(A) Technical.

(B) Non-Technical.

(C) Simple.

(D) Slang.

2 ——— is a process of inspecting something closely and reflecting on it.

(A) Evaluation.

(B) Critical Thinking.

(C) Reviewing.

(D) Plagiarism.

3 The key function of ——— is to explain what do you mean by something.

(A) Narration mode.

(B) Description mode.

(C) Definition mode.

(D) Process analysis.

4 AWL in academic writing stands for :

(A) Academic Writers List.

(B) Available Work List.

(C) Arranged Work List.

(D) Academic Word List.

5 In ——— description writers would not mention how interesting their observations were.

(A) Objective.

(B) Subjective.

(C) Analytic.

(D) Valuable.

Turn over

(B) Fill in the blanks :

- 6 Research scholars in Social Sciences usually follow _____ format for documentation.
- 7 _____ is a group activity conducted at the beginning of a project to generate ideas.
- 8 _____ essay deals with causes, effects, both cause and effect and a phenomenon.
- 9 _____ is the punctuation mark used to indicate a contraction or a possession.
- 10 In an e-mail 'asap' stands for _____.

(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 is 'blind peer reviewing' ?
- 12 What are the popular style guides in use today ?
- 13 What is parallelism ?
- 14 What is recommendation report ?
- 15 Correct parallelism related mistakes in the following sentences :
 - (a) The State Government plans to construct a new airport near Kottayam, and setting up a state-of-the-art container terminal near Trivandrum.
 - (b) Amin earns a lot of money from online trading every month, but he is spending all his earnings by the end of the month.
- 16 Give one-word substitutes for the following expressions :
 - (a) On a daily basis.
 - (b) Regardless of the fact that.
 - (c) The majority of.
 - (d) On a frequent basis.
- 17 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.

18 When do we use the punctuation mark 'colon' ?

19 Identify dependent and independent clauses :

(a) We won't change anything unless someone has asked us to.

(b) While walking at the park, John saw an old man feeding pigeons.

20 Give acceptable expressions to the following :

(a) Nigger.

(b) Yankee.

(c) Madrassi.

(d) Paki.

21 What is a summary ?

22 Punctuate the following sentence :

according to an old chinese proverb the best time to plant a tree was 20 years ago the second best time is now.

(10 × 2 = 20 marks)

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

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

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

25 Illustrate the structure of an academic essay.

26 Write a blog on the canteen in your college.

27 Write a report on the Environment Day celebrations conducted by your department.

28 Write an email congratulating you friend on getting an award.

(4 × 5 = 20 marks)

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

29 Prepare a cover letter and resume to apply for the post of Human Resource Manager in a business firm.

Turn over

30 Write a five paragraph essay on any *one* of the following topics :

- (a) The Power of Education.
- (b) Drug Abuse.
- (c) Violence among Youth.
- (d) Environmental Conservation.

31 Write a full length review of a film you have recently watched.

32 Discuss the step by step process of writing an academic assignment.

(2 × 15 = 30 marks)

C 81684

(Pages : 3)

Name.....

Reg. No.....

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

(CUCBCSS—UG)

English

ENG 2A 03—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 essays contain _____.

(Approximate figures, Personal stories, Slangs, Referencing)

2 _____ is a word used for signaling contrast.

(Conversely, Due to, Because, Additionally)

3 User manual for gadgets is an example for _____.

(Directional process analysis, Informational process analysis, Fictional narrative, Non-fictional narrative)

4 _____ is the acceptable version of gypsy.

(Nomadic person, Indigenous person, African, Asian-American)

5 _____ is an important prerequisite for effective communication.

(Academic writing, Audience analysis, Technical vocabulary, Topic analysis)

B) Fill in the blanks :

6 Papers sent for publication in scholarly journals undergo _____ and evaluation.

7 _____ explains objectives, purpose, methodology, and detailed plan of a project the person is wishing to take up.

8 _____ is the formal alternative of 'give'.

9 'Ping' stands for _____.

10 Argumentative writing is also called _____.

(10 × 1 = 10 marks)

Turn over

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

- 11 Comment on the seriousness of plagiarism and suggest ways to avoid it
- 12 What is the role of instructional words in an essay question ?
- 13 What are the important things to consider while choosing an appropriate voice in an academic work ?
- 14 What is the purpose of division and classification of essays ?
- 15 Correct parallelism related mistakes in the following sentences :
 - a) She enjoys teaching grammar, counseling students and participate in seminars and conferences.
 - b) He is determined, forceful, and a natural leader.
- 16 Give one-word substitutes for the following expressions :
 - a) At all times.
 - b) In the event that.
 - c) By means of.
 - d) At the present time.
- 17 Eliminate wordiness in the following sentences :
 - a) Mary, who was my former student, passed the Civil Services Examination.
 - b) The campus placement drive was attended by five hundred students. Fifty eight students received offer letters.
- 18 Differentiate, between 'em' dash and 'en' dash.
- 19 Identify dependent and independent clauses :
 - a) A person who never made a mistake never tried anything new.
 - b) When the bird saw the hunter, it flew away.
- 20 Give formal alternatives to the following colloquial expressions :
 - a) Beyond doubt.
 - b) Part and parcel of.
 - c) Lose temper.
 - d) Stumbling block.
- 21 Differentiate between CV and resume.
- 22 Punctuate the following sentence :

yes i did i replied but i thought they were going somewhere else

(10 × 2 = 20 marks)

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

- 23 Bring out the major approaches to writing.
- 24 Explain the process of writing and presenting a thesis statement.

- 25 Enumerate the features of an argumentative essay.
- 26 Write a paragraph describing a tourist place.
- 27 Imagine that you are the staff secretary of a school. Write a memo requesting your colleagues to attend a picnic. Also ask your colleagues to let you know at least one week in advance whether they are coming or not, and also how many guests they are bringing. The activities for the day may also be listed out.
- 28 Write an email to your friend who got admission in Jawaharlal Nehru University, New Delhi.

(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 marketing manager in an MNC.
- 30 Briefly analyse the features of an illustrative essay . Attempt an illustrative essay on any one of the following :
 - a) Changes in consumer behaviour.
 - b) Popularity of a television programme.
 - c) How does a poet employ poetic devices ?
 - d) Impact of social networking on college students.
- 31 What is a blog ? What is blogging ? Write a blog on "Food habits of Keralites".
- 32 Write an essay on report writing.

(2 × 15 = 30 marks)

C 62513

(Pages : 3)

Name.....

Reg. No.....

SECOND SEMESTER (CUCBCSS—UG) DEGREE EXAMINATION, MAY 2019

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

ENG 2A 03—WRITING FOR ACADEMIC AND PROFESSIONAL SUCCESS

(2017 Admissions)

Time : Three Hours

Maximum : 80 Marks

I. Answer the following questions. Each question carries 1 mark :

(A) Choose the correct answer :

1 Academic essays contain _____ vocabulary.

(Slang, Technical, Informal, Simple)

2 MLA stands for _____.

(Modern Language Association, Malayalam Language Association, Marathi Language Association, Malayalam Literary Association)

3 _____ is used at the beginning of a project to generate ideas.

(Outlining, Revising, Brainstorming, Organizing)

4 Narratives can be classified as _____ and _____.

(Fictional and non-fictional, Folklore and story, Biography and Autobiography, Report and confession)

5 The high frequency words in academic works in English Language are known as _____.

(Academic Word List, Formal Word List, Frequent Word List, English Word List)

(B) Fill in the blanks :

6 The word 'case' in case study refers to _____.

7 Folklore is an example for _____ narrative.

8 The main use of apostrophe is to indicate _____.

9 Argumentative writing is also known as _____ writing.

10 _____ is a rhetorical form used to explain something with examples.

(10 × 1 = 10 marks)

Turn over

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

- 11 What is plagiarism ?
- 12 What are the different genres of academic writing ?
- 13 What are the different steps involved in writing a memo ?
- 14 What is the function of a progress report ?
- 15 Punctuate the following sentence :
miss williams who was sitting behind the desk gave me this book
- 16 Revise the following wordy sentences :
 - (a) He found his neighbour who lived next door to be attractive in appearance.
 - (b) The coat that Anita wore for the party was blue in colour.
- 17 Correct parallelism related mistakes in the following sentences :
 - (a) To my horror, my wedding dress looked stained, torn and it had wrinkles.
 - (b) You can pass the examination only if you answer the questions quickly, clearly , and with accuracy.
- 18 Give examples for clichéd expressions in English.
- 19 Which are the most commonly used rhetoric modes in academic writing ?
- 20 What are the three types of paragraphs in an academic essay ?
- 21 What is the purpose of honor code ?
- 22 What is the role of thesis statement in an essay ?

(10 × 2 = 20 marks)

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

- 23 Write a brief review of the mobile phone that you use.
- 24 Write a brief note on Blog and blogging.
- 25 What are the qualities of a good Literature review ?
- 26 Write a descriptive paragraph on a character in a book you have read.
- 27 What is Academic integrity ?
- 28 Write a brief report of the activities of the Book Club of your college during the current academic year.

(4 × 5 = 20 marks)

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

29 Prepare a cover letter and resume to apply for the post of English teacher in ABC school.

30 Write a five-paragraph essay on any *one* of the following topics :

- ✓ (a) Online Suicide Games.
- (b) Global warming.
- (c) Growing Mall Culture in Kerala.
- (d) Freedom of expression—a boon or bane ?

31 Write a full length review of a movie you have recently watched.

32 Discuss the process of writing academic essays.

(2 × 15 = 30 marks)

D 43114

(Pages : 3)

Name.....

Reg. No.....

SECOND SEMESTER B.Com./B.B.A. DEGREE EXAMINATION, MAY 2018

(CUCBCSS—UG)

ENG 2A 03—WRITING FOR ACADEMIC AND PROFESSIONAL SUCCESS

Time : Three Hours

Maximum : 80 Marks

I. Answer the following questions :

A. Choose the correct answer :

1 Academic writing demands :

- (a) Self-expression. (b) Objectivity.
(c) Personal feelings. (d) Replication.

2 APA stands for :

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

3 The introductory paragraph provides :

- (a) The background information.
(b) The thesis statement.
(c) An outline statements.
(d) All of the above.

4 One statement that is not true about a Curriculum Vitae (CV) is _____.

- (a) That it is a full record of one's career.
(b) That the word is of Latin origin.
(c) That it is only one-page long.
(d) That it is static.

5 A narrative writing should be arranged _____.

- (a) Analytically. (b) Chronologically.
(c) Spatially. (d) Theoretically.

Turn over

B. Fill in the Blanks :

- 6 _____ university insists the use of its own style guide for academic writing.
- 7 _____ is a rhetorical form used to explain the correlation between reasons and results.
- 8 _____ is a way of explaining a word or a phrase.
- 9 An ellipsis (or omission) is indicated by a series of _____ periods.
- 10 _____ provides information from more people within a short period.

(10 × 1 = 10 marks)

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

- 11 What are the steps involved in academic writing ?
- 12 ✓ What do you mean by blind peer reviewing ?
- 13 What are the main genres of academic writing ?
- 14 ✓ What is the structure of a research paper ? p: 19
- 15 ✓ State the benefits of employing third person perspective in academic presentations. p: 28
- 16 ✓ Illustrate the role of body paragraphs in an essay. } p: 30
- 17 ✓ What are the characteristics of a concluding paragraph ? }
- 18 ✓ Give examples for texting language in English. - p. No: 76
- 19 ✓ What do you mean by a fragment in writing ? How can it be avoided ? 9/3
- 20 ✓ Define 'academic integrity'.
- 21 ✓ Mention the purpose of issuing a memo. What are the steps involved in the drafting of a memo ? 147, 149
- 22 Differentiate between a CV and a Resume.

(10 × 2 = 20 marks)

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

- 23 ✓ What is the significance of free writing as a pre-requisite for academic writing ?
- 24 Write a brief note on the role of dissertation and thesis.
- 25 What are the steps involved in the planning of an essay.
- 26 Examine the importance of 'voice' in academic writing.
- 27 Write a report of the cultural activities of your college during the current academic year.
- 28 Write a brief review of a smart phone that you purchased recently.

(4 × 5 = 20 marks)

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

- 29 Illustrate the features of argumentative essays.
- 30 Write a five-paragraph essay on any *one* of the following topics employing the rules and techniques of academic writing :
- (a) The emergence of India as a world leader.
 - (b) The ban on campus politics.
 - (c) The weakening ties between man and nature.
- 31 Write a review of a film that you watched recently.
- 32 Prepare a cover letter and a resume to apply for the post of Finance Officer in a corporate company.

(2 × 15 = 30 marks)