

**2023/TDC(CBCS)/EVEN/SEM/  
ENGSEC-601T/152**

**TDC (CBCS) Even Semester Exam., 2023**

**ENGLISH**

**( 6th Semester )**

Course No. : ENGSEC-601T

**( Technical Writing )**

Full Marks : 50

Pass Marks : 20

Time : 3 hours

*The figures in the margin indicate full marks  
for the questions*

**SECTION—A**

Answer any *fifteen* of the following as directed :

1×15=15

1. What is communication?
2. Define non-verbal communication.
3. Define written communication.
4. What is sign language?

5. What is a casual speech?
6. What is public speech?
7. What is the most essential part of speech writing?
8. Mention two basic writing skills.
9. What is a thesis statement?
10. What is a transitional paragraph?
11. What is a narrative?
12. What is a descriptive passage?
13. Mention two features of technical writing.
14. What is a manual?
15. What do you mean by an agenda of a meeting?
16. What is a public notice?
17. He sold all his furnitures.

( Correct the sentence )

18. What is the cost of the pen?  
( Correct the sentence )
19. The meat is hard.  
( Correct the sentence )
20. Suffice to say, you are wrong.  
( Correct the sentence )

SECTION—B

Answer any *five* of the following questions : 2×5=10

21. State two differences between speech and writing.
22. Define business communication.
23. Mention two features of speech.
24. Mention any two types of writing skills.
25. What is language coherence?
26. What is bibliography in a thesis?
27. What is salutation in letter writing?

28. What is report writing?
29. Give two examples of grammatical errors.
30. Mention any two common errors in writing.

SECTION—C

Answer any *five* of the following questions : 5×5=25

31. Discuss the salient features of non-verbal communication.
32. Why do we need to communicate in written form? Why is there a need to document our work or keep written records?
33. Discuss in brief the advantages of oral communication.
34. Discuss the distinct features of speech.
35. Write a brief note on linguistic unity.
36. Discuss the importance of concluding paragraph in writing.

37. Suppose you have lost the library card of your college. Write an application to the librarian of your college requesting him/her to issue a duplicate card in your favour.
38. Write a letter to the Editor of a local newspaper on the problems of environmental pollution.
39. Discuss a few characteristics of technical writing.
40. Discuss in brief the ways to avoid common errors in written English.

★ ★ ★