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1 SEM TDC ENGG (CBCS) 1 (WS)

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(November)

GENERAL ENGLISH

Paper : ENGG-1

(Writing Skills)

Full Marks : 80

Pass Marks : 32

Time : 3 hours

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

UNIT—I

1. Answer any one of the following questions : 10

- (a)** Write a diary entry about your first day's experience in college.
- (b)** You have attended a special camp organised by NSS Unit of your college. Write a diary entry describing your experience.

(2)

UNIT—II

2. Write a paragraph on any one of the following : 10

- (a) Visit to a place of historical importance
- (b) Mobile Phone—uses and abuses
- (c) Your College Library
- (d) A Rainy Day

UNIT—III

3. Answer any one of the following questions : 10

- (a) What is note-making? Why is note-making important? Discuss.
- (b) Write a summary of the following :
Leadership does not exist without followership. A leader has to be accepted by the group which the former is supposed to lead. To gain acceptability, the leader should cause an emotive impact on the group members.

(3)

The strength of character exhibited by leaders makes them dear to their followers. A leader is one who effectively inspires followers to achieve worthwhile things. What character of the leader motivates the followers? It is not pomp and show, nor flattery nor sanctioning more incentives. Pomp and show create a sense of awe and the leader is defied rather than emulated. Flattery is unrealistic, and cannot serve as a long term motivational tool. A leader's style should be one that can be emulated by all irrespective of cadre, class and caliber. Simplicity in one's day to day conduct is the only thing that can be adopted by all. When the leader is simple, he is counted as one belonging to the group of which he is the leader. That's enough to motivate the people. Motivation is the innate quality that enables an individual or group to contribute unlimitedly with limited

means. It is the proud prerogative of enlightened human beings.

A leader needs to assume the role of a guide, quintessential of fulfilling the role is knowledgeability. Technical and administrative knowledge of the guide in balanced quantity and of the right kind are essential. The technical knowledge is too vast to acquire by a leader. At best he is either 'Jack of all' or 'Master of few'. But he has to master the human relations aspect of administration in all detail. And when the leader is good at this, his guidance is sought and accepted, and then he fulfills the role of a guide. The leader is a negotiator within and outside the organization.

The leader shapes people and moulds character. To achieve this, the leader should maintain equanimity. Equanimity is keeping oneself poised and balanced at all times. A leader is

simply great, if he can mould his followers with this frame of mind. He does this by his own example.

UNIT—IV

4. Answer any *one* of the following questions : 10

- (a) Discuss, in brief, the different types of letters.
- (b) Write a letter to the Editor of a local daily complaining about irregular power supply in your area.

UNIT—V

5. Answer any *one* of the following questions : 10

- (a) Discuss the features of a good CV or Résumé.
- (b) Prepare a CV for the Post of an Assistant Teacher in an English Medium School.

UNIT—VI

6. Answer any *one* of the following questions : 10

- (a) What are the essential features of a good book reviews? Discuss.
- (b) Write a review of a book that you have read recently.

UNIT—VII

7. Write on/Answer in short any *four* of the following : 5×4=20

- (a) Features of diary writing
- (b) Points to be kept in mind in writing a good paragraph
- (c) Write a short note on the steps of summary writing.
- (d) Write, in brief, the essential features of good notes.
- (e) What are the different parts of an informal letter?
- (f) Distinctions among Biodata, Résumé and CV

- (g) What is a Résumé? What are the points to be included in a résumé?
- (h) Write a short note on the features of movie review.
