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1 SEM TDC ENGG (CBCS) 1 (WS)

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(Nov/Dec)

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) You are visiting an orphanage as part of your NSS activities. Write a diary entry describing your experiences.
- (b) Write a diary entry about your first day in college.

(2)

UNIT—II

2. Answer any one of the following questions : 10

- (a) Write a paragraph on the topic 'Visit to a place of historical importance'.
(b) Write a paragraph on 'Mobile Phone—use and abuse'.

UNIT—III

3. Answer any one of the following questions : 10

- (a) What is note-making? Why is it essential to make note? Discuss different methods of note-making.
(b) Write a summary of the following :

Why are some people more successful in their careers than others? It is often seen that people with same experience, skillset and educational qualifications do not meet with the same degree of success. Sometimes even less qualified people do better in their careers than

(3)

their more qualified peers. What extra something do these people possess that makes them tick?

A degree is the first stepping stone to getting a job but it does not determine what one achieves at a job or how much success one meets. That is determined by one's behaviour. Behaviour refers to a set of skills that a person must possess that enables him to work more efficiently—organisational skills, interpersonal skills and time management skills are some such vital skills. These enable a person to transform his smartness into action.

Here is what Kenneth Nowack, a psychologist says, "Proven knowledge and skills are often necessary conditions for people to be high performers and to be successful. But the will-do, the motivation, the engagement facets really play a role in determining whether or not you will

deploy what you are capable of doing.” It is important for organisations to identify people with the right behavioural skills. Such people, when they put their skills to good use, can improve the company’s productivity. Moreover, the work styles of successful employees can be taught to other employees to improve their efficiency and productivity.

According to Nowack, the success of an individual has four elements—happiness, values, achievements and relationships. A person can be called truly successful only if he is doing well in each of these aspects.

So individuals become successful when they have certain personality traits and practise some behaviours such as being hardworking and result-oriented and refusing to waste time and angry outbursts.

Recognising stress and finding ways to beat it is also an important factor in

success. Successful people seek and use the support of others to improve themselves. They also invest time in being physically active.

In the professional sphere, successful people have a long-term vision about their careers, seek frank feedback directed towards self-improvement and celebrate their success. Such people communicate better and are generally assertive.

UNIT—IV

4. Answer any *one* of the following questions : 10
- (a) What are the requisites of a good letter? Discuss in detail.
 - (b) Write a job application for the post of Marketing Manager in response to an advertisement published in *The Assam Tribune*.

UNIT—V

5. Answer any *one* of the following questions : 10
- (a) Point out the essential features of a good Resume.

(6)

- (b) Prepare a CV for applying for the post of an Assistant Manager in a reputed company.

UNIT—VI

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

- (a) Write a review of a book that you have read recently by following the given points :

Title—Author—Main characters—Setting—Plot—Your opinion—Message or Meaning of the story

- (b) Write a review of a movie that you have watched recently.

UNIT—VII

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

- (a) Discuss the structural elements of diary entries.
- (b) Explain the essential features of a good paragraph.

(7)

- (c) Differentiate between descriptive and narrative paragraphs.
- (d) Write, in brief, the essential points to keep in mind for writing a summary.
- (e) Differentiate between note-making and note-taking.
- (f) Write, in brief, the different parts of a business letter.
- (g) Write the distinctions between Biodata, Resume and CV.
