

**3 (Sem-5/CBCS) ENG SE**

**2 0 2 4**

**ENGLISH**

**( Skill Enhancement Course )**

**Paper : ENG-SE-5014**

**( Technical Writing )**

*Full Marks : 50*

*Time : 2 hours*

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

**1. Answer the following questions : 1×4=4**

**(a) What is a résumé?**

**(b) "A video conference is not a business correspondence."**

**( State whether True or False )**

**(c) What is a memorandum?**

**(d) What is a press release?**

( 2 )

2. Answer the following questions :  $2 \times 3 = 6$

- (a) What is Jargon? Give two examples.
- (b) What is redundancy? Give two examples.
- (c) Frame a sentence in—
  - (i) the active voice;
  - (ii) the passive voice.

3. Answer any *two* of the following questions :  $5 \times 2 = 10$

- (a) Briefly discuss the three stages involved in the process of writing.
- (b) What are the qualities of a good summary?
- (c) You are Mr./Miss X, Head of a Mountain Camping Company called Discover Heights Co. Write an email providing the outline of a trip to the Principal of St. John's College, with a request for collaboration.
- (d) Draft a notice informing the students of your college about a Student-Exchange Programme to be held in collaboration with Sikkim College for the promotion of 'Ek Bharat—Shreshtha Bharat'.

( 3 )

4. Answer any *three* of the following questions :  $10 \times 3 = 30$

- (a) What is technical writing? Describe the signs of bad technical writing. Explain the components of good technical writing.
- (b) Write an essay on 'freedom of speech'.
- (c) Write a letter to the editor of a newspaper on the role of AI and data-enabled technologies in policy-making.
- (d) Write an essay on drug abuse and overdose deaths among the youth.
- (e) Explain the importance of business correspondence in meeting organizational goals.
- (f) Discuss the various ways in which issues of readability can be addressed in technical writing.

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