

Roll No.

Total No. of Questions : 4]
(2032)

[Total No. of Printed Pages : 7

UG (CBCS) IIIrd Year (Annual) Examination

3265

B.A. ENGLISH

(Technical Writing)

(AEEC/SEC-3)

Paper : ENG AEEC/SEC 301

Time : 3 Hours]

[Maximum Marks :

{ 70 for Regular
100 for ICDEOL

Note :- Attempt all the questions as directed.

1. Answer any *ten* of the following (Do as directed) :

(i) He (work) hard these days.

(Present Continuous)

CH-65

(1)

Turn Over

(ii) I (take) tea with her yesterday.

(Past Indefinite)

(iii) Nishant (obey) his parents.

(Present Indefinite)

(iv) Reema (live) in Amritsar since 2010.

(Present Perfect Continuous)

(v) My teacher will forgive me. (Change voice)

(vi) Are you playing chess ? (Change voice)

(vii) He is digging a well. (Change voice)

(viii) Arjun has not broken the glass.

(Change voice)

(ix) He said to me, "Are you coming ?"

(Change Narration)

(x) I said, "Cleanliness is next to Godliness."

(Change Narration)

(xi) Akshita said to me, "When will you return from college ?"

(Change Narration)

(xii) india is a great country (Punctuate)

(xiii) health wealth and peace go together

(Punctuate)

(xiv) shimla is in himachal pradesh. (Punctuate)

(xv) he has a book a pencil a pen and a ruler.

(Punctuate)

$1 \times 10 = 10$

$(1\frac{1}{2} \times 10 = 15)$

2. Attempt *two* questions out of the given four :

(i) Write a note on the format of a memo.

(ii) Which are the most common elements of minutes of meeting ?

(iii) You are a senior manager (Personnel). Write a memo to the employees putting on record the Company's decision to award most useful Employee Award every year.

(iv) Briefly describe various types of project reports.
6×2=12
(8×2=16)

3. Answer (in **100-150** words) any *five* of the following :

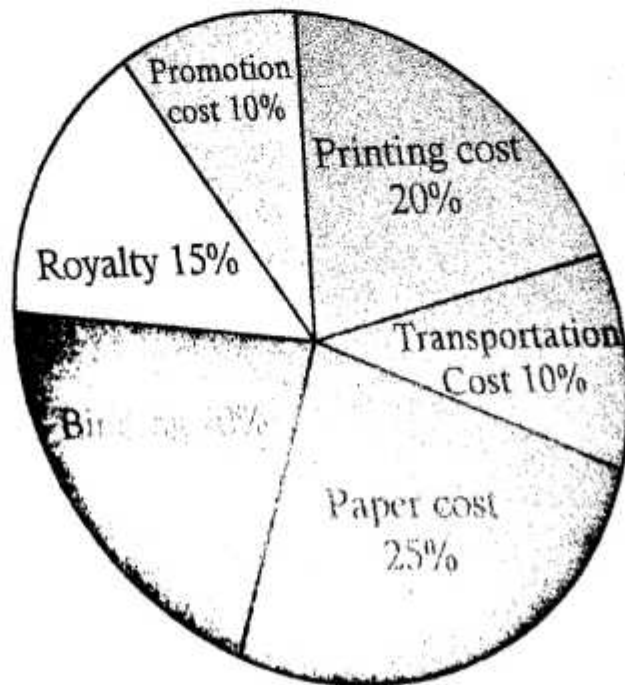
(i) What do you understand by pre-planning and Note taking before writing the Minutes of Meeting ?

- (ii) List various elements included in the structure of a Project Report.
- (iii) What is an abbreviation ? Explain by giving suitable examples.
- (iv) What is the function of preface and Acknowledgments in a report ?
- (v) What is a manual ? How is it different from a guide ?
- (vi) What is the difference between primary and secondary data ?
- (vii) What is the importance of the last item in agenda ?
- (viii) What is **data** ? How are data and information different ?

6×5=30
(9×5=45)

4. Answer any *three* questions out of the following (each in **250** words) :

- (i) Write a note on the steps involved in the preparation of a Project Report.
- (ii) What is a cover page ? What is its importance ?
- (iii) The following Pie-chart shows the percentage distribution of the expenditure incurred in publishing a book. Study the graph and write a critical summary :



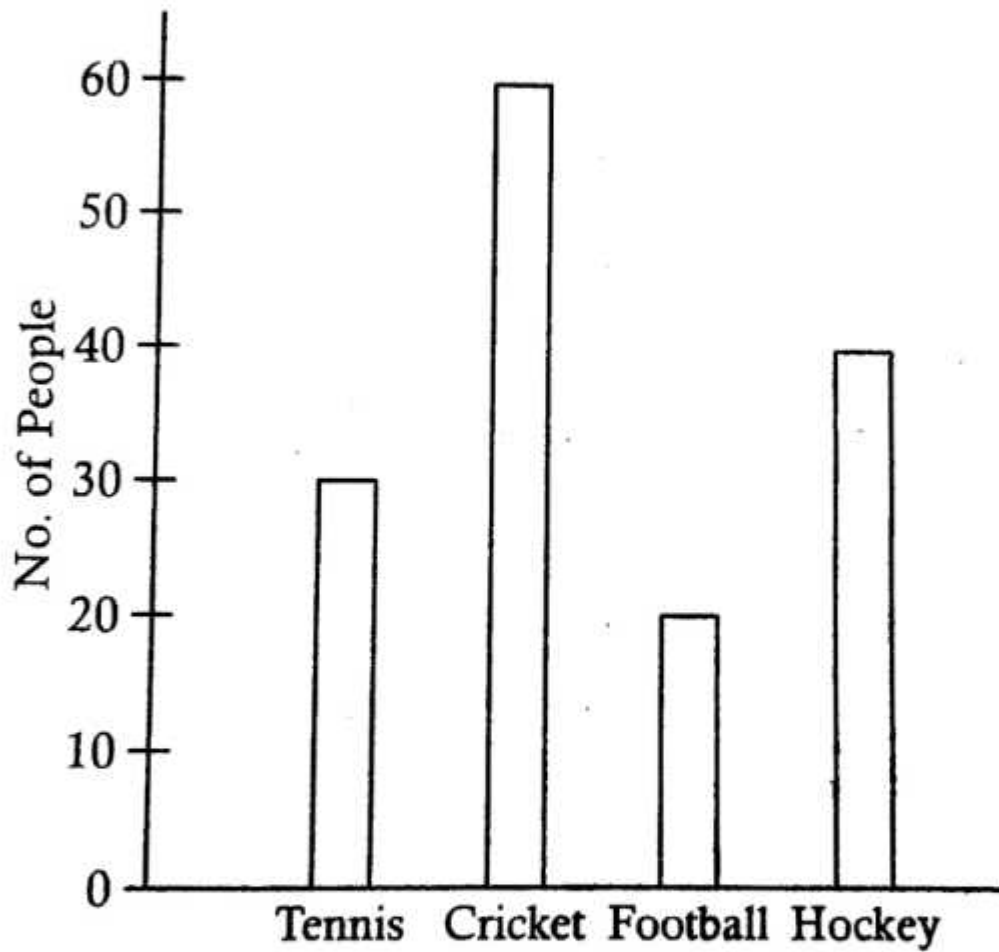
CH-

CH-65

(6)

(iv) Read and explain the information shown in the following bar graph illustrating people's favourite game :

$$6 \times 3 = 18$$
$$(8 \times 3 = 24)$$



Roll No.

Total No. of Questions : 3]
(2032)

[Total No. of Printed Pages : 4

UG (CBCS) IIIrd Year (Annual) Examination

3266

B.A. ENGLISH

(Business Communication)

(AEEC/SEC-4)

Paper : ENG AEEC/SEC 302

Time : 3 Hours]

[Maximum Marks : 70

Note :- All parts of a question must be attempted together.

1. Answer any *ten* out of the following in **10–20** words

each :

- (i) Define Business Communication.
- (ii) What do you mean by Listening Skills ?
- (iii) How many types of Communication are there ?
- (iv) What do you understand by Probability Chain ?
- (v) What are the Gateways to Communication ?

CH-66

(1)

Turn Over

(vi) Define Semantic Barriers to Communication.

(vii) What is Presentation ?

(viii) List any *four* essentials of effective writing.

(ix) Define Notice.

(x) What is LAN and WAN ?

(xi) Define Sales Letter.

(xii) What is Intonation ?

(xiii) Write any *four* forms of Non-verbal Communication.

(xiv) How can we say that Communication is a two-way process ?

(xv) What is Paralanguage ?

1×10=10

2. Answer any *four* out of the following in **100–150** words each :

(i) Write short notes on one-way and two-way communication.

- (ii) Define and explain Interactive Model of Communication.
- (iii) Differentiate between Single Strand Chain and Cluster Chain.
- (iv) Write a short note on the main barriers to listening.
- (v) Your friend has got through NEET exam. Write an e-Mail to her, congratulating her on the success in the examination.
- (vi) You are Rajat Kumar. Write a letter to the Director HCL, New Delhi, informing him about acceptance of the job of a Sales Manager.
- (vii) Write a short note on eye-contact. Give some types of eye contact in the process of communication.
- (viii) What is the significance of space (distancing) in Communication ? Write in brief about the *four* kinds of spaces used in face-to-face communication.

5×4=20



3. Attempt any *four* out of the following in **300–350** words each :

- (i) What do you understand by Communication Models ? Write in detail about various models of communication.
- (ii) What do you mean by Mock Interview ? What are the benefits of a Mock Interview ?
- (iii) Describe the points which should be kept in mind while making an oral presentation.
- (iv) What do you know about Proxemics ? Write in detail about its role in communication.
- (v) What do you know about Fax ? What are its advantages and disadvantages ?
- (vi) (a) Write a letter to Laxmi Book Publisher, Lal Bagh, Rajkot to supply the books you need for your college library.
(b) What are the essential features of a good memo ?

10×4=40

Roll No.

Total No. of Questions : 3]
(2032)

[Total No. of Printed Pages : 4

UG (CBCS) IIIrd Year (Annual) Examination

3267

B.A. ENGLISH

(Soft Skills)

(DSE-1A)

Paper : ENG DSE 303

Time : 3 Hours]

[Maximum Marks : 70

Note :- Answer all questions.

1. Answer any *ten* of the following questions in about

10-20 words each :

- (i) What are the different types of barriers to listening ?
- (ii) What is effective listening ?
- (iii) What are the soft skills ?
- (iv) What is the most effective way of communication ?

CH-67

(1)

Turn Over

(v) What do you mean by emotional intelligence ?

(vi) What are the *three* major components of motivation ?

(vii) What is Self-awareness ?

(viii) What are the four C's of improvisation ?

(ix) Define adaptability.

(x) What do you mean by problem solving skill ?

(xi) What is presentation ?

(xii) What do you mean by unstructured interview ?

(xiii) What is the difference between open ended questions and closed ended questions ?

(xiv) Define improvisation.

(xv) What are the various stages of presentation ?

1×10=10

2. Answer any *six* out of the following questions in about **100–150** words :

(i) Write a short note on emotional barriers to listening.

- (ii) What are the essentials of effective communication ?
- (iii) How can we overcome the barriers to listening or receiving communication ?
- (iv) What are the characteristics of emotional intelligence ?
- (v) What is teamwork skill ?
- (vi) Write a short note on the 'importance of adaptability'.
- (vii) What is meant by Big Picture ?
- (viii) How many types of problems are there ? Describe in brief.
- (ix) Write a short note on implementation.
- (x) What is the purpose of an orientation interview ?
- (xi) What are the features of strong communication skills ?
- (xii) What should the interviewer keep in mind to conduct an interview successfully ? 5×6=30

3. Answer any *three* of the following questions in about **300–350** words :

- (i) What do you mean by listening skills ? What are the principles of effective listening ?
- (ii) Explain the 'soft skills'. What is their significance in the present day world ?
- (iii) What do you understand by self-awareness ? What are its benefits ?
- (iv) Write a detailed note on problem solving skill.
- (v) Write a detailed note on the kinds of interview.
- (vi) Discuss Group Discussion in detail. 10×3=30

Roll No.

Total No. of Questions : 4]
(2032)

[Total No. of Printed Pages : 7

UG (CBCS) IIIrd Year (Annual) Examination
3268

B.A. ENGLISH

(Academic Writing and Composition)

(DSE-1B)

Paper : ENG DSE 304

Time : 3 Hours] [Maximum Marks : { 70 for Regular
100 for ICDEOL

Note :- Attempt all questions :

I. Choose the correct option to answer each of the following :

- (i) A paragraph is a literary instrument that expresses :
- (a) The writer's knowledge
 - (b) The writer's views
 - (c) One's status
 - (d) All of these

(ii) A paragraph can be called miniature :

- (a) Novel
- (b) Article
- (c) Epic
- (d) Essay

(iii) I shall give him your message he comes here.

- (a) since
- (b) when
- (c) while

(iv) Make hay the sun shines.

- (a) before
- (b) while
- (c) after

(v) How should an Academic Writing be in style ?

- (a) Impersonal and objective
- (b) Impersonal and reflective
- (c) Repetitive and redundant
- (d) None of these

(vi) writing m

- (a) Argumentative
- (b) Descriptive
- (c) Critical
- (d) Analytical

(vii) What are the main f

- (a) To describe an
- (b) To analyze an
- (c) Both (a) and (b)
- (d) Neither (a) nor (b)

(viii) Critical writing is a
writing.

- (a) Persuasive
- (b) Descriptive
- (c) Expository
- (d) Evaluative

- (vi) writing merely sets the background.
- (a) Argumentative
 - (b) Descriptive
 - (c) Critical
 - (d) Analytical
- (vii) What are the main features of critical writing ?
- (a) To describe and conclude
 - (b) To analyze and to evaluate
 - (c) Both (a) and (b)
 - (d) Neither (a) nor (b)
- (viii) Critical writing is also known as
writing.
- (a) Persuasive
 - (b) Descriptive
 - (c) Expository
 - (d) Evaluative

(ix) assertions are avoided in Critical Writing.

- (a) Substantiated
- (b) Argumentative
- (c) Unsubstantiated
- (d) Simplistic

(x) Persuasive Writing :

- (a) is propagandistic
- (b) presents genuine facts
- (c) uses rhetorical remarks
- (d) aims to convince and persuade the readers with facts and evidence

(xi) Which is the last stage in an effective writing ?

- (a) The writing stage
- (b) The editing stage
- (c) The pre-writing stage
- (d) None of these

(xii) Research and writing are two sides of the same :

(a) Page .

(b) Coin

(c) Note

(d) Striker

(xiii) Research is a process of :

(a) Thinking

(b) Finding solutions

(c) Finding out information about a specific problem

(d) All of these

(xiv) Editing means in a piece of writing.

(a) Correcting the grammatical errors

(b) Correcting the spelling errors

(c) Ensuring that there is a logical flow of ideas

(d) All of these

(xv) It is the temple in our city.

(a) Old

(b) Oldest

(c) Eldest

(d) Older

1×15=15
(2×15=30)

2. Answer any *three* of the following in about **250** words

each :

(i) What are the essential features of effective persuasive writing ?

(ii) What do you understand by descriptive writing ?

(iii) Why do you mean by brainstorming ?

(iv) Why do you mean by pre-drafting ?

(v) What are the steps of drafting and revising in the process of academic writing ?

(vi) Write a detailed note on critical thinking. $10 \times 3 = 30$
 $(12 \times 3 = 36)$

(xv) It is the temple in our city.

- (a) Old
- (b) Oldest
- (c) Eldest
- (d) Older

1×15=15
(2×15=30)

2. Answer any *three* of the following in about **250** words each :

- (i) What are the essential features of effective persuasive writing ?
- (ii) What do you understand by descriptive writing ?
- (iii) Why do you mean by brainstorming ?
- (iv) Why do you mean by pre-drafting ?
- (v) What are the steps of drafting and revising in the process of academic writing ?

(vi) Write a detailed note on critical thinking. $10 \times 3 = 30$
 $(12 \times 3 = 36)$

3. Write a paragraph in **200–250** words on any *one* of the following topics :

(i) Drug Abuse

(ii) Corruption

(iii) Use of Technology

10×1=10
(14×1=14)

4. Attempt any *one* of the following in **350–400** words :

(i) What is the difference between descriptive writing and critical writing ?

(ii) What do you mean by research and what are its objectives ?

15×1=15
(20×1=20)

HIMACHAL PRADESH UNIVERSITY 2023

UG (CBCS) 3rd Year Annual Examination

B.A. ENGLISH

(Contemporary India : Women and Empowerment)

(GE-2)

PAPER : ENG GE 306

Time : 3 Hours]

[Maximum Marks : 70

Note : Attempt all questions as directed.

1. Answer any ten of the following questions in 10-20 words each :

- (i) What is Socialization ?
- (ii) Name the *two* most controversial categories of stereotyping in society.
- (iii) What is sexual discrimination ?
- (iv) Why was Mrinal's mother worried about her intelligence ?
- (v) What was the main reason behind fixing Bindu's marriage ?
- (vi) How does Amrita Pritam describe the winds of Punjab ?
- (vii) According to Amrita Pritam, when did the millions of daughters of Punjab weep ?
- (viii) Is domestic violence limited to women only ?
- (ix) How do children react to the punishment given by their parents ?
- (x) How did Ballapa console the narrator's grandmother ?
- (xi) How did the landlord treat Ballapa, when he went to see him ?
- (xii) Why was n't any man visible in Ladyland when Sultana went there with Sister Sara ?
- (xiii) How were criminals punished in Ladyland ?
- (xiv) What advice did Dadi give to Ranjana's mother about servants ?
- (xv) Why did Dadi go to Varanasi when the two enemy spies were caught from her son's house ?

(1 × 10 = 10)

2. Answer any six of the following questions in 100-150 words each :

- (i) Differentiate between sex and gender.
- (ii) Write in brief about class struggle.
- (iii) Define feminism, briefly explain its purpose.
- (iv) How did death bring peace for Bindu ?
- (v) What message does the story, 'A Wife's Letter' convey to the readers ?
- (vi) What does, Amrita Pritam tell the spirit of Waris Shah about millions of daughters of Punjab ?
- (vii) What is the opinion of the most of the parents towards punishment ?
- (viii) Comment briefly on various types of domestic violence faced by women.
- (ix) What happened when the landlords and the elders of the village heard about Ballapa's decision to send his daughter to hostel for studies ?
- (x) Write in brief about Ladyland as described in the story, 'Sultana's Dream'.
- (xi) What does the title of the story, Sultana's Dream, symbolize ?
- (xii) Why had Dadi decided to stay premanently with her older daughter-in-law ?

(6 × 5 = 30)

3. Answer any *three* of the following questions in 300-350 words each :

- (i) What is Patriarchy ? What does Gerda Lerner tell us about patriarchy ?
- (ii) What plight of women has been narrated in the story, 'A Wife's Letter' ?
- (iii) Write a detailed critical appreciation of the poem, 'To Waris Shah'.
- (iv) Write in detail about child abuse. What should be done to stop child abuse ?
- (v) Bring out the significance of the title of the story, 'Raw Wound'.
- (vi) Discuss the theme of the story, 'Sultana's Dream'.
- (vii) Give a detailed character sketch of Dadi.

(10 × 3 = 30)