

Final Suggestions
Honours 1ST YEAR Examination—2016
Subject: English (English Writing Skills; Course Code: 211103)

PART—A: BRIEF QUESTION

[TEN Questions to be answered: Marks—10 (1×10)]

BRIEF Questions:

1. What is informal letter?
2. What is brainstorming?
3. What is formal writing?
4. What is paragraph?
5. What is a topic sentence in a paragraph?
6. What is cohesion and coherence?
7. What is an essay?
8. What is a formal letter?
9. What are the parts of a formal letter?
10. What is a business letter?
11. What is composition?
12. What is cover letter?
13. What is a notice?
14. What are the four essential parts of a business report?
15. What is a CV?
16. What is a quotation?
17. What is a memo?
18. What is the function of a notice?
19. What does SMART stand for?
20. What is the difference between a memorandum and a notice?
21. What does NB mean?
22. What does KISS stand for in business letter?
23. What is open-ended question?
24. What are sentence connectors?
25. How many parts are there in a formal letter?
26. What is a contrast paragraph?
27. What is bio-data?
28. What is a business report?
29. What is an LC?

PART—B: SHORT QUESTIONS

[FIVE Questions to be answered: Marks—20 (4×5)]

Paragraph Related Questions

1. Discuss the features of paragraph.
2. Name different types of paragraph.
3. Discuss the similarity between paragraph and amplification.
4. Discuss different techniques of developing a paragraph.
5. What is the five-step process of paragraph development?
6. What is brainstorming? How does it help in writing a paragraph?
7. What are the differences and similarities between a paragraph and an essay?
8. How are listing and cause and effect paragraph developed?
9. Give a list of sentence linkers or connectors used to write coherent paragraph.
10. Give a list of sentence linkers or connectors used in writing listing/cause and effect/compare and contrast paragraph.
11. Write a topic sentence for each of the following topics:-

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- (a) Road Accident, Patriotism, Your Department, Study of Science.
- (b) Your Favourite Poet, Truthfulness, Illiteracy, Friendship.
- (c) Corruption, A Rainy Morning, Newspaper, Leisure.
- (d) Campus Violence, Early Rising, International Mother Language Day, Drug Addiction.
- (e) A Good Teacher, Student Life, A Moonlit Night, A Coaching Center,
- (f) Gardening, Ambition, Computer Education, Basic Human Rights.
- (g) Democracy, E-mail, Environment Pollution, Female Education,
- (h) Love of power, My Garden, Progress of Science, and Street Accident.

Essay Related Questions

1. What is an expository essay? How is it different from a descriptive essay?
2. Discuss the features of essay.
3. Discuss different parts of development an essay.
4. How a report is different from an essay?
5. How is a descriptive essay different from a narrative esaay?
6. Name different kinds of essays.
7. What is a narrative essay?
8. Write a good introduction for the essay titled:
 - (a) Uses and Abuses of Mobile Phone
 - (b) Creative Education in Bangladesh
 - (c) Women Empowerment, Childhood Memories
 - (d) Higher education in Bangladesh
 - (e) Cricket in Bangladesh
 - (f) The happiest day in your life

Letter Related Questions (Formal & Informal)

1. Explain with example the differences between formal and informal writing.
Or, Explain with example the difference between academic and non-academic writing.
2. Discuss types of letters.
3. Write down the structure of a formal/informal letter.
4. Give the format of a formal letter and an informal letter.
5. How many parts are there in a formal letter?
6. Show a CV format applicable for Bangladesh..
9. What is the difference between a CV and a resume?
10. What do you mean by ‘formal’ and informal letter?
11. What is the purpose of writing letters to the editor?
12. Write a short letter to your friend refusing his/her invitation for dinner.

Report Related Questions

13. What does a reporter enquire in writing a news report?
14. Discuss different parts of report.
15. What are the features of a good report?
16. Discuss the structure of a news report.
17. Discuss the features of report.
18. Discuss different kinds of report.
19. Give the format of a report.

Punctuation Related Questions

20. What is punctuation and what are the main punctuation marks?
21. What are the uses of punctuation marks?

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22. Punctuate and capitalize the following:—

- (a) what about the song why does that make you cry the she raised her head from her arms and dried her eyes with the back of her hand like a child.
- (b) edison was very thoughtful from his childhood he had great interest in physics he was fascinated by invention and experiment once he set fire to his own go down and kept on watching of course his attitude was completely different.
- (c) villains i shrieked dissemble no more i admit the deed tear up the planks here here it is beating of his hideous heart.
- (d) for expert men can execute and perhaps judge of particulars one by one but the general counsels and the plots and marshalling of affairs come best from those that are learned.
- (e) to spend too much time in studies is sloth to use them too much for ornament is affectation to make judgment wholly by their rules is the humor of a scholar.
- (f) the owner was furious but he was only an indian and could do nothing besides legally i had done the right thing for a mad elephant has to be killed like a mad dog if its owner fails to control it among the europeans opinion was divided.
- (g) any way i went a cat she said i went a cat i went a cat now if i cant have long hair or any fun i can have a cat.
- (h) five score years ago a great american in whose symbolic shadow we stand today, signed the emancipation proclamation this momentous decree came as a great beacon light of hope to millions of negro slaves who had been seared in the flames of withering injustice it came as a joyous daybreak to end the long night of their captivity.
- (i) good morning she said copying her mother's voice but that sounded so fearfully affected that she was ashamed and stammered like a little girl oh er have you come is it about the marquee.
- (j) alexander the great was the king of macedonia he was the son of philip a mighty king of sparta he invaded india about 327 years before the birth of christ on the way he defeated porus and marched towards the punjab

PART—C: BROAD QUESTIONS

[FIVE Questions to be answered: Marks—50 (10×5)]

Amplification Writing

30. All that glitters is not gold.
31. Cowards die many times before their death.
32. No pains, no gains.
33. Grass is always green on the other side of the fence.
34. If winter comes, can spring be far behind?
35. Every cloud has a silver lining.
36. No risk no gain.
37. We live in deeds, not in years.
38. Where there is a will, there is a way.

Paragraph

1. Role of women in our society
2. Abuses of Mobile Phone.
3. Brain Drain
4. Importance of Reading Good Books
5. Gender discrimination in Bangladesh
6. Your favourite poet/author
7. Country life and City life (Contrast)
8. Reading for pleasure

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Essay

1. Role of ICT in education
2. Digital Bangladesh
3. Vision-2021
4. Higher Education in Bangladesh
5. The effects of satellite TV channels
6. Creative education in Bangladesh
7. Students and social service
8. The experience of being a student of B A (Honours) in English

Story Writing

1. Honesty is the best policy
2. Grasp all, lose all (Result of greed)
3. A wise Judge
4. A thirsty crow
5. Look before you leap
6. Man proposes but God disposes
7. Slow and steady wins the race.
8. Where there is a will, there is a way

Letter

1. Write a letter/email to your father asking him to send money to buy a lap top computer.
2. Write a letter to your younger brother advising him to take part in games and sports.
3. Write a letter to a bookseller complaining against a defective book.
4. Write a letter to your younger brother advising him to read daily newspaper and listen to news as well.
5. Write a letter to your friend about a very interesting novel you have read.
6. Write a letter to your younger brother telling him about the good and bad sides of using internet.
7. Write a letter to your father about your preparation for the ensuing examination.

Application

1. Write an application to the principal of your college seeking permission to go on a study tour.
2. Write an application to the principal of your college requesting him for the adequate supply of newspapers and journal.
3. Write an application to the head of the department requesting him to arrange an English debate competition.
4. Write an application to the head of the department seeking permission to use the seminar library in the afternoon for drama rehearsals.
5. Write an application for the post of lecturer in English.

Report Writing

1. A cultural week of your college has recently been held. Now write a report for the press.
2. Write a report on celebrating of *International Mother Language Day/Victory Day/Independence Day* in your college.
3. Write a report on the celebrating of *Annual Prize Giving Ceremony* in your college.
4. Write a news report about price hike.
5. Write a report on the problem of food adulteration.

Memo

1. Suppose, you are the manager of a bank. You have been asked by the managing director to write memo to all the junior officers advising them to be well-mannered with the clients.
2. Write a memo to all the staff to be punctual in attending office.
3. Write a memo to all your sales representatives announcing bonus for their sales performance.