

c) Intertextuality and hybridity

OR

Define the term 'blog' and explain the code for Muggers and blogging.

4. Turn the following newspaper headlines into everyday English equivalents:

- terrible shop five kills 3
- Lottery winner jailed for robbery
- Court frees top cops
- DPM visits hydro station
- TU to get back lab school
- Freed from house arrest

What is 'news'? Discuss the criteria against which you, as a 'reporter, would decide whether or not an event makes news.

OR

Discuss the linguistics features of the language of advertisements.

5. Define and differentiate the terms 'live talk' and 'represented talk'.

Group 'C'

2×12=24

6. Define the term 'Mass Communication' and discuss in detail what roles the mass media play in the present day world.

OR

Write in about 300 words an editorial to be published in national daily about the national issue of Federalism in Nepal. Choose appropriate language and style.

7. Translate the following text into English:

नेशनल ट्रेडिङमा विक्री न्यून

विराटनगर, जेठ १५ (रासस)-सरकारी स्वामित्वमा सञ्चालित नेशनल ट्रेडिङ शाखा कार्यालय विराटनगरमा सामान अभावले विगतको तुलनामा विक्री घटेको छ।

बजारभन्दा कम मूल्यमा गुणस्तरीय सामान पाइने हुँदा उपभोक्ताको आकर्षण बढ्दै गएको बेला केन्द्रीय कार्यालयले माग अनुसार सामान नपठाउँदा विक्री वितरणमा समस्या परेको हो।

कार्यालयका अनुसार गत आर्थिक वर्षको १० महिनामा ६७ लाख रुपैयाका विभिन्न सामान विक्री भएका थिए। चालु आर्थिक वर्षको सौही अवधिमा ४७ लाख रुपैयाका सामान मात्र विक्री भएका छन्। गतवर्ष विराटनगर भन्सार कार्यालयबाट लिलामी कपडा, चिनी, मदिना, चीनबाट आयातित इलेक्ट्रोनिक सामान विक्री भएका थिए।

यसवर्ष विराटनगर भन्सारले लिलामी सामान कपडा, तौलिया लगायतका सामान नदिएको र चीनबाट आयातित सामान पनि कम भएका छन्। करिब १५ जना कर्मचारी रहेको कार्यालयमा सामानको कमीले प्रतिस्पर्धा गर्न समस्या परेको प्रमुख तीर्थराज नेपालले बताए। नेशनल ट्रेडिङले चामल, चिनी, चियापत्ती, नून, तेल र मदिनालगायत दैनिक उपभोग्य वस्तुको ब्यापार गर्छ। विद्युतीय सामानसहित औद्योगिक उपकरणसमेत विक्री गर्ने ट्रेडिङको काठमाडौँस्थित कार्यालयमा दशैतिहारका बेला ब्यापार मेलासमेत चल्दै आएको छ।

Exam 2069

Group "A"

16

Attempt all the questions. Tick (✓) the best answers.

- Which of the following is not the characteristic of a film?
 - Audio-visual technology
 - Extensive appeal
 - Mainly based on narrative facts
 - Mainly based on narrative fiction
- The 'mass' does not refer to group of people which is
 - large and aggregate
 - undifferentiated
 - highly organized
 - reflective of a mass society
- Which of the followings metaphor says 'media enable us to for ourselves what is going on without inference from others'?
 - Window
 - Mirror
 - Filter
 - Signpost
- Which of the followings is not true regarding the relationship between mass media and gender?

- a. Media have marginalized women
 b. Production and content of media are gendered
 c. Female and male are considered to be equal in terms of criteria of quality
 d. Media purvey stereotype of gender roles
5. Which of the following statements is true regarding mass media and culture?
 a. Mass media have brought change in culture
 b. Mass media have cultivated and mediated the identity of people
 c. Mass media have contributed for the globalization of culture
 d. Mass media have fought for the preservation of culture
6. In face to face communication there is
 a. turn taking
 b. no use of paralinguistic features
 c. no assumption of shared knowledge
 d. separation of sender and receiver of the message
7. Which of the following is not a rhetorical device?
 a. Lexical choice
 b. Use of figurative language
 c. Sound patterning
 d. Use of short words
8. Which of the following does not come under the boundaries of media language?
 a. Truthfulness
 b. Defamatory statement
 c. Persuasive discourse
 d. Originality
9. The verbs which show action are called
 a. relational verbs
 b. actional verbs
 c. transactional verbs
 d. ditransitive verbs
10. Lexical cohesion can be achieved through the use of
 a. words from the same semantic field
 b. direct repetition
 c. synonymous words
 d. all of the above
11. 'Pseudo-intimacy' in media culture refers to
 a. false intimacy
 b. very close intimacy
 c. intimacy for illegal benefits
 d. organizational intimacy
12. 'Avoid obscurity of expression' says ...
 a. maxim of quality
 b. maxim of quantity
 c. maxim of relevance
 d. maxim of manner
13. Television is called a domestic medium because ...
 a. its programmes are only about domestic subject matter
 b. people use most of their free time by watching television
 c. its use has changed over years
 d. it is considered to be time-wasting activity
14. Meaning of a word associated with a particular culture is called its
 a. denotative meaning
 b. connotative meaning
 c. implied meaning
 d. contextual meaning
15. One text referring to other text is an example of
 a. hybridists
 b. intersexuality
 c. characterization
 d. nominalization
16. SLT in translation refers to
 a. second language text
 b. simple language text
 c. source language text
 d. separate language text

Attempt all the questions.

Group "B"

8×5=40

1. What do you mean by mediated participation? How is it different from interpersonal communication?
 2. Why do media make use of storey telling technique in news as well as in advertisement? Explain with example.
 3. Make distinction between old media and new media in terms of their characteristics.
- OR
4. Explain the concept of 'mass' by talking its characteristics into consideration.
 4. How does mass communication help for the globalization of culture?

5. Explain the concept of writing as the technology of intellect.
OR
Define a genre and explain the concept of schema and genre theory.
6. Newspapers depend on advertisement for their success. Elucidate.
7. Why do news writers make use of different types of verbs in language of newspaper? Mention the types of verbs and their uses.
8. Why is television considered to be a story teller?
OR
Define represented talk and explain in what sense it is similar to real conversation.
9. "The present day world cannot be imagined in the absence of mass media." Justify this statement by taking role of mass media into consideration.
OR
What are the boundaries of media language? Also describe typical areas of problems as well as laws and regulations to overcome them.
10. 'Radio has high accessibility than newspaper and television.' Justify your answer in the light of characteristics of radio.

Exam 2070

Group "A"

14

Attempt All the questions. Tick (✓) the best answer.

- Which of the following factors is not essential for communication to take place?
(a) Participants (b) Message (c) Channel (d) Mass media
- Which of the following models for mass communication asserts that the primary aim of mass media is simply to catch and hold visual or aural attention?
(a) The transmission model (b) The ritual model
(c) The publicity model (d) The reception model
- Which of the following views asserts that a linguistic message designed for a medium, spoken or written, may be experienced in another medium also?
(a) Contradictory view (b) Cross-over vies
(c) Opposition view (d) Continuum view
- Regarding media language, which of the following areas of concern is related to the derivation of copy from a non-permitted source?
(a) Truthfulness (b) Offensiveness
(c) Originality (d) Privacy and confidentiality
- When a text does not conform to our existing schemas, we call this phenomenon—
(a) Schema preservation (b) Schema reinforcing
(c) Schema sharpening (d) Schema disruption
- Which of the following ins not the property of a personal narrative?
(a) The narrator is the protagonist (b) The second person 'You' is used
(c) The events actually happened (d) the events are temporally ordered
- According to the Broadcasting Standards Commission (1997), which of the following words is least offensive?
(a) Damn (b) Tart (c) Crap (d) Slag
- Which of the following qualities of news refers to geographical closeness?
(a) Frequency (b) consonance (c) Proximity (d) Litheness
- The interaction through radio and television is an example of _____
(a) Mediated interaction (b) Mediated quasi-interaction
(c) Online interaction (d) Dyadic interaction
- The utterance 'Have you stopped stealing cars?' has a presupposition that _____
(a) The addressee was stealing cars (b) The addressee had cars
(c) The addressee stopped cars (d) The addressee did not steal cars
- When an actor in a television programme speaks out a scripted dialogue in character it is known as _____
(a) Personal talk (b) Interpersonal talk
(c) Live talk (d) Represented talk
- 'Translation' differs from 'interpreting' mainly because _____

- (a) Translation is more systematic than interpreting
 (b) Translation is written but interpreting is oral
 (c) Translation is more accurate than interpreting
 (d) References can be consulted in translation but not
13. Use of present continuous tense, short and sometimes incomplete sentences and extempore speech are the major features of _____
 (a) News reading (b) Interviewing
 (c) Live commentary (d) Advertising
14. The phenomenon in which two or more genres are combined to create a new one is called _____
 (a) Intersexuality (b) Hybridist
 (c) Compatibility (d) Recombination

Group "B"

6×7=42

Attempt all the question.

1. Describe 'group discussion' as a form of communication.
 2. How are medial of communication and language use interrelated with each other? Discuss.

OR

- Describe the rhetorical strategies used in media discourse.
 3. Define the term 'genre' and discuss how genres are classified into different groups.
 4. Discuss with examples the language of newspaper headlines.

OR

Write short notes on:

- a. Medial language and acceptability
 b. Representation of groups in media discourse
5. distinguish between 'live talk' and 'represented talk.'
 6. Define the term 'translation' and describe the different types of translation.

OR

Why is television taken as the window on the world? Discuss.

Group "C"

2×12=24

7. What do you mean by 'advertising'? Discuss with examples the language used in advertisements.

OR

Write in about 200 words an editorial for a national daily about the academic environment of TU Campuses in Nepal.

8. Translate the following text into English:

नेपालगञ्ज: जङ्गलको फिरन्ते जातिका रूपमा परिचित राउटे समुदायले पुरानो बासस्थान छोडेका छन्। सुर्खेतको साटाखानी गाविसको भुप्राखोलामा आठ महिनादेखि बस्दै आएका राउटले उक्त स्थान छोडेर अन्यत्र लागेका छन्। राउटेको लागि भनेर खाद्यान्न लिएर गएको राउटे उत्थान प्रतिष्ठानकी अध्यक्ष सत्यदेवी अधिकारीका अनुसार उनीहरू भुप्राखोलाको जङ्गलमा छैनन्।

दुईदिन खोजेपछि राउटेलाई सुर्खेतको जर्बुटा गाविसको कटुवा जङ्गलमा भेटिएको अध्यक्ष अधिकारीले बताइन्। 'दुई दिनसम्म खोज्दा घनाघोर जङ्गलमा भेटिए', अधिकारीले भनिन्। 'एक समूह त भेटियो। अर्को समूह अझै टाढा जङ्गलभित्र छ भन्ने सूचना पाएका छौं।' भुप्राखोलाको नजिक मानववस्ती भएकोले उनीहरूले असुरक्षित महसुस गरेर सरको अधिकारीले बताइन्।

कटुवाको जङ्गल नेपाली सेनाको मध्यपश्चिम प्रितनाको क्षेत्रमा पर्छ। अध्यक्ष अधिकारीका अनुसार राउटे अहिले दैलेखको रातानाङ्गला जाने हिसाबमा हिंडेका हुन्। उनीहरू केही दिन कटुवाको जङ्गलमा बसी रातानाङ्गला जाने बताई रहेका छन्। यो वर्ष राउटले रातानाङ्गला बस्ने योजना बनाएका छन्।

Exam 2071

Group "B"

6×7=42

Attempt All the question.

1. What are the different forms of communication media? How do they differ from one another?
 2. Describe the sociolinguistics model of personal narratives after Labov and Waletzky (1967).

OR

- How are captions, images and meaning interrelated? Discuss.
 3. Describe with examples the concepts of television genres, intersexuality and hybridity.

4. What kind of language is used in radio script? Discuss.

OR

write short notes on:

- (a) Media language and social change
(b) Media communication audits

5. Differentiate between 'translation' and 'interpreting'. Also describe their role in communication.
6. What do you mean by acceptability in media language? What types of swear words and phrases might make the language of media unacceptable? Discuss.

OR

Turn the following newspaper headlines into normal English sentences:

- (a) Eight killed in US shooting
(b) Kailali cops arrested
(c) One drowns, another missing
(d) Woman dies of diarrhoea
(e) Driving licence rules made stricter
(f) SLC chance examination from today
(g) Top leaders

Group "C"

2x12=24

7. Define the term 'mass communication' and describe in brief the different models for mass communication.

OR

Write in about 200 words a news story to be published in a national daily.

8. Translate the following text into English:

सिरहा: एकातिर तीव्र वन फडानी अर्कोतिर ढुङ्गा, गिठी, बालुवा भारततर्फ अनियन्त्रित तस्करी। यी अवैध कारोवरले चुरे पर्वत श्रृङ्खला विनाश भईरहेको छ। दैनिक सैकडौं हेक्टर वन फडानी भईरहेको छ। हजारौं टिपर गिठी, बालुवा, ढुङ्गा र ग्राभेल भारततर्फ निकासी भईरहेको छ तर रोक्ने निकाय मौन छन्।

देशमा बढ्दो जनसङ्ख्याको इन्धन र काठको गर्जो टार्न पनि चुरेको वन सम्पदाले नभ्याउने भईसकेको छ तर अहिले भारतीय चुलामा बाल्ने दाउरा हाम्रो चुरेको वनले नै पुऱ्याउने गरेको छ। विहारका अधिकांश वस्तीहरूमा घर बनाउने काठ पनि नेपालको चुरे क्षेत्रबाटै निकासी भईरहेको छ। सिरहा, सप्तरी र उदयपुरका बजारबाट भारतीय व्यापारीले दैनिक लाखौं टन दाउरा टुक, द्याक्टर र गाडामा राखेर भारततर्फ लैजाने गरेका छन्।

लापुर सामुदायिक वन उपभोक्त समितिका अध्यक्ष तथा वातावरण संरक्षण सिरहाका अगुवा रामस्वरूप महतोले भने, 'सिरहा र सप्तरी जिल्लामा मात्रै चुरे क्षेत्रभन्दा दक्षिणी क्षेत्रका करिब १६ लाख जनसङ्ख्यालाई दैनिक १० हजार टनभन्दा बढी दाउरा पुऱ्याइरहेको चुरेको वनले अहिले भारतीय सीमावती गाउँका लाखौं जनसङ्ख्याको चापसमेत धान्नुपरेको छ।'

Group "A"

14

Attempt ALL the questions. Tick (✓) the best answers.

1. The term 'dyadic communication' in general refers to
a. an interaction between two persons
b. an interaction among many people
c. an online interaction between two persons
d. an interaction with people in public places
2. Which of the following is not true of 'e-mail'?
a. It is a method of sending and receiving digital messages
b. It requires both the sender and the receiver to be online at the same time
c. It does not necessarily require the sender and the receiver to be online at the same time
d. E-mail system can accept store and deliver message
3. The news agency Reuters was founded in
a. 1841 b. 1851 c. 1861 d. 1871
4. The sentence 'I stand before you not as a prophet but as a humble servant of you' contains.....
a. metaphor b. repetition c. metonymy d. antithesis
5. The term 'technology of the intellect' refers to
a. aural-oral ability b. speaking ability

6. While dealing with conflict in negotiation, one shouldn't
 a) be sarcastic
 b) ask questions
 c) build on common ground
 d) explain his/her feelings
7. Pie charts are in shape
 a) horizontal
 b) circular
 c) vertical
 d) rectangular
8. A top manager of the company
 a) an owner
 b) an assistant
 c) a recipient
 d) an executive
9. While making notes, it's not a good idea to
 a) use abbreviations
 b) write complete sentences
 c) use the dash
 d) use words like 'because', 'therefore', 'but' or 'and'
10. While ending presentation, the speaker should
 a) watch the time
 b) allow one or two people to dominate the discussion
 c) check that the questioner is happy
 d) make eye contact and a pause
11. A letter of is usually written to ask for specific information or sales literature about products and services, price lists, catalogues, quotations etc.
 a) complaint
 b) apology
 c) refusal
 d) inquiry
12. Letters are written by dissatisfied, indignant or angry customers seeking redress
 a) inquiry
 b) thanks
 c) complaints
 d) apology
13. The quick transmission and distribution of information, letters and messages via the internet from one place to another is called....
 a) fax
 b) e-mail
 c) telegram
 d) telex
14. The basic part of a formal letter does not include
 a) the line for the data
 b) salutation line
 c) the block for the signature
 d) attention line
15. An informal letter ends with a
 a) signature
 b) copy notation
 c) enclosure notation
 d) reference initials
16. Before meeting business partners and fellow professional from other countries, it is necessary to find about their
 a) political situation
 b) religion
 c) competitors
 d) all of the above
17. While negotiating successfully one should
 a) avoid body language
 b) be courteous
 c) acknowledge what the other party says
 d) let the other party speak first
18. The last stage of making presentation is
 a) introduction
 b) body
 c) conclusion
 d) dealing with questions
19. is an alphabetical listing of sources of information in print on a specific subject
 a) bibliography
 b) appendices
 c) content
 d) synopsis
20. Is the upward or downward movement of a market during a period of time
 a) market information
 b) market segmentation
 c) market research
 d) market trend

Group "B"

8×7=56

Attempt All the question.

1. What are the different techniques for handling telephone? Mention any eight of them.
2. What are the characteristics of a successful meeting/ Describe the functions of the chairperson during the meeting.

OR

- Imagine that you're the secretary of Free Students Union at your campus. Write the minute of a recent meeting including the agenda.
- What do you mean by negotiation? Describe briefly the different types of negotiations and negotiators.
 - Write short notes on any TWO of the followings:
(a) E-marketing (b) E-communication (c) Presentation etiquette
 - What kind of language do you use while complaining or apologizing? Mention any six ways of dealing with customer complains.

OR

- What do you mean by business report? Describe the components of a business report.
- "Report writing is a skillful and technical job." Justify this statement in relation to basic skills and techniques of report writing.
- What do you mean by promotion and advertisement? Describe briefly different types of promotion and advertising.

OR

- How do you deal with conflict in a negotiation? Make a list of some actions that might be helpful to resolve conflict in negotiation.
- What do you mean by relationship building? Highlight the role of eye contact in cross cultural understanding.

Group "C"

2x12=24

- What visuals and equipments can be used while making presentations? Describe the ways of using visuals and equipments in presentations.

OR

- Write a job application for the post of a teacher to apply in a public school. Also prepare a chronological resume for the post.
- What do you mean by business correspondence? Mention different parts of a business letter and show the difference between formal and informal letter.

Exam 2069

Group A

Attempt all the questions. Tick (✓) the best answers.

- A good conversationalist is someone who
 - always has plenty to say
 - asks a lot of questions
 - has plenty of amusing stories to tell
 - will listen carefully to what you have to say
- If someone looks straight, in your eyes without blinking they are probably
 - honest
 - being rude
 - trying to frighten you
 - friendly
- If someone keeps looking out of the window while you're talking, they
 - want to be outdoor
 - don't understand you
 - are not concentrating
 - are thinking something else
- If someone sighs while you are explaining something, they are probably
 - bored
 - impatient
 - unhappy
 - suffering from indigestion
- If someone shakes your hand very hard and long they are
 - pleased to see you
 - trying to show you that they are very sincere
 - waiting for you to say something
 - reliable and friendly
- If a man wearing jeans & T-shirt comes into your business office, he
 - isn't correctly dressed
 - can't be important
 - is quite normal
 - must be a plumber
- If a Canadian businessman keeps stepping backwards while he's talking to a Mexican businessman, this means that
 - he doesn't like Mexicans
 - the Mexican is trying to be too-friendly

c. Northern people don't feel comfortable standing as close to another person as Southern people do

d. Canadians are less friendly than Mexicans

8. If a Japanese person gives you their business card, you should hold it
- it, your left hand
 - in your right hand
 - in both hands
 - without reading it

Study the given passage and tick (✓) the correct answers.

In many European countries handshaking is an automatic gesture. In France good manners require that on arriving at a business meeting a manager shakes hands with everyone present. This can be a demanding task and, in a crowded room, may require gymnastic ability if the farthest hand is to be reached.

Handshaking is almost as popular in other countries-including Gen-natty, Belgium and Italy. But Northern Europeans, such as the British and Scandinavians, are not quite so fond of physical demonstrations of friendliness.

In Europe the most common challenge is not the content of the food, but the way you behave as you eat; some things are just not done. In France it is not good manners to raise tricky questions of business over the main course. Business has its place: after the cheese course. Unless you are prepared to eat in silence you have to talk about something-something, that is, other than the business deal which you are continually chewing over in your head.

Italians give similar importance to the whole process of business entertaining. In fact, in Italy the biggest fear, as course after course appears, is that you entirely forget you are there on business. If you have the energy, you can always do the polite thing when the meal finally ends, and offer to pay. Then, after a lively discussion, you must remember the next polite thing to-let your host pick up the bill.

You may wonder why your apparently friendly hosts have not invited you out for the evening. Don't worry, it is probably nothing personal. Germans do not entertain business people with quite the same enthusiasm as some of their European counterparts.

The Germans are also notable for the amount of formality they bring to to business. As an outsider, it is often difficult to know whether colleagues have been working together for 30 years or have just met in the lift. If you are used to calling people by their first names this can be a little strange. To the Germans, titles are important. Forgetting that someone should be called *Herr Doktor* or *Frau Direktorin* might cause serious offence. It is equally offensive to call them by a title they do not possess.

In Italy the question of title is further confused by thy: fact that, everyone with a university degree can be called *Dottore* and engineer, lawyers and architects may also expect to be called by their professional titles.

9. In France, you shake hands with everyone you meet
- must not
 - need not
 - should
 - don't have to
10. a. The Manager's behave the same in Greece as they do in Denmark
b. They behave the same as in Italy
c. They may behave differently in the different countries
d. The managers are eccentric in their offices in various countries
11. a. Handshaking is popular in the Scandinavian countries
b. Handshaking is popular in Belgium, Germany and Italy
c. The British are fond of handshaking
d. The Northern European countries are as fond of shaking hands in Italy
12. a. The British shake hands just as much as the Germans
b. The British are Bath some to shake hands
c. They enjoy handshaking
d. The Scandinavian and Germans vigorously shake hands
13. a. In France people prefer about business during meals
b. The French, people dislike talking about business during meals
c. The French and the British both are fond of talking about business at the dinner
d. The French are always eager to talk about business
14. a. It is polite to insist on paying for a meal if you are in Italy
b. It is the host who picks up the bill in Italy
c. It is the guest who is expected to offer to pay in Italy
d. It is the guest
e. It is expected to the person (s) other than the host to offer to pay

15. a. Visitors to Germany are usually taken out for meals by the hosts
b. The hosts do not invite the visitor to dinner
c. The Germans are stingy and miser by nature
d. The Germans appreciate being invited to dinners on business trip
16. a. The Germans hate being called by their surnames
b. It is very usual that they call each other by their first name
c. The Germans feel elated if you call them by title they do not have
d. The German expect others to address them by their first name
17. a. You must know the titles of the Germans you meet
b. You must know their first names
c. You offend the Germans if you, call them by their first names
d. You need care for the first names of the Germans.
18. a. The Italian professionals are usually addressed by their titles
b. The Italians hate being addressed by their titles
c. The Italians prefer to be addressed by their first names
d. The Italians with university degrees are regarded as mediocre
19. What could be the best title for the text given above ?
a. Traveling abroad
b. When you are in Rome, behave like a Roman
c. I didn't mean to be rude
d. Good manners, good business
20. a. Business behaviors are invariably the same everywhere
b. Business behaviors are specific to the respective countries
c. Businessmen are the same all over the world
d. Business dealings are semi-formal and semi-informal

Attempt all the questions.

Group "A"

8×7=56

1. Write a telephonic conversation between you and the Receptionist at Hotel Everest, New Baneshwor asking for 3 deluxe rooms booked.
2. Write a letter of invitation to the Hon. Energy Minister of Nepal requesting for the inaugural ceremony of your Paxi Glass Industry established in Balaju
3. What are the advantages of making notes during a business meeting?

OR

What are the various parts of a business letter? Mention their position/placement in the body of your letter.

4.

What are the four P.s "the marketing mix" consists of? Explain their importance.

OR

Imagine that you are the Secretary of a business-concern dealing with stationery. Prepare an agenda for an annual meeting.

5.

What are the four essential things a report writer must take into account? Explain them briefly.

6.

Read the following memo and answer the questions below:

MEMORANDUM

From: HGW

Date: 21/4/199

To: Department manager

Subject: In-service English classes

- i. From Monday 8 May English classes will be held in the training centre (room 3.17). There will be two groups: intermediate level (8.30-10.00) and advanced level (10.30-12.00). Please encourage your staff to attend one of the sessions. All teaching materials will be provided by students will be expected to do homework and preparation outside working hours.
- ii. Please send me the names of all interested staff by noon on Wednesday 26 April. They will be given an informal oral test during the first week in May so that we can decide which of the classes is best for them.
- iii. The size of each class will be limited to 12 participants.

Questions:

- (a) Who is 'H.G.W.'? What are his/her jobs?
- (b) Who will provide teaching materials? When and where can the homework be done?
- (c) Why will an oral test be conducted? What will be maximum no. of participants?

7. Study the graph below and answer the following questions:
- Which of the seven countries have the largest number of off-days?
 - Which country has the lowest number of off-days?
 - How many countries have ten off-days annually?
 - How many countries have less than ten off-days annually? Name them.
8. What is a vending machine? What are their advantages and disadvantages?

OR

What are the uses of a cash machine in a business concern? Explain them in brief.

Group "C"

2×12=24

9. Read the following fax message and write a suitable reply to it.

Fax # 0097

05/06/99

From: Trinity International

To: Regional enterprise, Birgunj

Ref-our order TR 678

Last month we ordered from you 120 boxes of your article No. 231

You promised delivery on 30 May, 1995. So far we have not received this shipment and have not heard from you.

Please arrange for immediate shipment and inform us when the shipment will arrive here.

Regards.

.....

Manager

11. Imagine yourself as applicant for the post of Assistant Manger at Everest International. Write a job letter for the same with due regards to the essentials of job letter in a business concern.

OR

What does curriculum vitae contain? Prepare a CV for yourself.

Exam 2070

Group 'A'

[20]

Attempt ALL the questions. Tick (✓) the best answers.

- How do you react to someone who is apologizing earnestly?
 - I'm sorry to have to say this
 - That's all right
 - I'm not sure how to put this but...
 - Sorry, my fault.
- 'It is an exquisite piece of precious stone'. This sentence expresses
 - apology
 - demand
 - appreciation
 - gratitude
- 'I think, you may have forgotten it' is an example of
 - Chidiz for ignoring one's duty
 - asking for a favour
 - mentioning a problem straight - forward
 - mentioning a problem implicitly
- Which of the following things does an insurance company probe into first while issuing a life insurance policy?
 - how healthy a person is
 - how risky the job he or she has
 - his or her life expectancy
 - the level of his premium
- You are chairing a meeting. Which of the following will you do first?
 - Announce the name of the first speaker
 - Give the concluding remarks
 - Schedule the time of the speakers
 - State the purpose of the meeting
- What is 'quotation' as it is used in business? It is
 - a statement said by renowned person.
 - a statement limiting the quantity or amount.
 - a statement containing a list of questions to be answered.
 - a statement fixing the price for goods/ services on the basis of the contract.
- The type of policy which offers cover against a variety of risks is called.
 - life insurance
 - property insurance
 - health insurance
 - comprehensive policy
- What is dividend? It is
 - a distribution of income to various programmes of a company

- b. a distribution of profit to the workers of a company
 c. a distribution of profit to the shareholders of a company
 d. a distribution of profit to the customers of a company
9. Your cheque cannot be _____ without your endorsement.
 a. debited
 b. cashed
 c. credited
 d. transformed
10. A company's capital refers to the money.
 a. distributed as dividends
 b. initially invested in the company
 c. received in profits
 d. got from selling the company's assets
11. 'Marlboro' is the brand name of which of the following items?
 a. Refrigerators
 b. Cigarettes
 c. Suitcases
 d. Lipstick
12. On a cheque if A/C is printed, it means.
 a. money can be drawn out straight from the bank
 b. money should be drawn out straight from the bank
 c. money must be deposited in an account
 d. the cheque can be accepted
13. The term 'indemnity' under an insurance policy indicates
 a. safety of the insurer
 b. renewal of the policy
 c. guarantee for bearing certain extent of losses of the insured property
 d. cancellation right
14. The price rise notice on a canteen board can be termed as:
 a. memo
 b. fax
 c. information
 d. warning
15. Which of the following is the fastest method of sending money abroad?
 a. bank draft
 b. international money order
 c. international payment order
 d. telegraphic transfer
16. Among the load a bank provides to its customers collateral one flows with
 a no mortgage
 b. mortgage
 c. overdraft facility
 d. personal guarantee
17. Which of the following utterances can be the opening of a dialogue?
 a. Bye!
 b. Hi, Ram
 c. Come here
 d. See you tomorrow
18. An 'enclosure' is something that is
 a. written under P.S.
 b. sent as a follow up letter
 c. enclosed as a separate letter along with the main letter
 d. attached with the letter as an appendix
19. The logical sense relation between different parts of text is called
 a. coherence
 b. cohesion
 c. organization
 d. unity
20. A bio data is essential when
 a. You want to give a complete description of yourself
 b. You want to describe your education and qualification
 c. you want to describe your experience
 d. you want to describe your interest hobbies and language.

Attempt ALL the questions.

Group "B" [8 × 7 = 56]

- Write any seven exponents that serve the function of socializing.
- What is a telephonic conversation? Also mention its merits.
- The following letter is the formal note of invitation. Read it carefully and reply it in formal note of invitation.
 Mr. Sundeep Shah requests the pleasure of Shree Dhiraj Shah's company at dinner on Sunday, 2nd of March, at eight O'clock.
 Sanothimi,
 Bhaktapur,
 29th February, 2014
 R.S.V.P

OR

4. Explain briefly what is a circular letter. Also discuss its parts.
What is an agenda and what are the purposes to prepare agenda for a meeting?

OR

5. Mention some techniques that help to make the meeting effective.
Describe the types of negotiations and negotiators.

OR

6. What are the ways of preparing for a negotiation?
As Personal Manager of a public limited company you have to interview fresh graduates. Prepare a list of questions which you are likely to use for interviewing the candidates.
7. What are the merits and demerits of E-communication? Discuss briefly.
8. What are the ways of handling sales and delivery problems?

Group 'C'

[2 × 12 = 24]

9. Discuss the importance of using visuals and equipment in making presentation. Also discuss uses of effective ending presentation.

OR

10. Discuss the techniques used in a successful interview.
What are the types of various business reports? Discuss briefly.

Exam 2071

Group "A"

20

Attempt ALL the questions. Tick (✓) the best answers.

1. What language function does the following statement serve? "Do you mind if I"
a. Asking someone to do something
b. Asking for permission
c. Asking someone for something
d. Asking for information
2. Which of the following expressions best serves the function of making an apology?
a. Sorry for interruption
b. Sorry
c. Sorry, could you repeat
d. Beg your pardon
3. The expression "I won't be too late", serves the language function of
a. requesting
b. assuring
c. greeting
d. explaining
4. When the payee signs on the back of a cheque it is described as an endorsement and then can be to another person
a. debited
b. changed
c. transferred
d. credited
5. Which of the following steps is the first step in report writing?
a. collecting the information/materials
b. presenting findings
c. organizing the report
d. concluding and recommending
6. What is an office gadget?
a. a set of furniture in a business office
b. a team of helpers for an office
c. a set machines installed in an office
d. a gazetted officer for an organization
7. In most meeting agenda, there is an expression, "Any other business?" What does it mean? It means that
a. any other business than those included in the agenda can be discussed
b. any other business than those included in the agenda cannot be discussed
c. any other business after the agenda can be discussed
d. anyone who has other business cannot attend the meeting
8. What does the expression 'i.e.' stands for?
a. therefore
b. for example
c. deposit
d. entrust
9. If you mortgage your land you it to the banker
a. sell
b. promise to sell
c. that is
d. vice-versa
10. If you owe money to someone you are a
a. debtor
b. creditor
c. banker
d. treasurer
11. In business world a 'bid' refers to
a. a reauisition
b. a quotation
c. a payment
d. a bargain

12. A broker is one who
- helps you in developing your academic career
 - gets commission from both the parties concerned
 - breaks down your business
 - helps in appointing you as manager of the office
13. What is an invoice?
- A document which gives details of a person's education and work experience
 - A document which gives details of a product
 - A document which gives details of a service provided
 - A document which gives details of the amount charged for the purchases or services
14. When buying an expensive device/stuff, most of the companies provide you with a warranty card for a definite period. Here "warranty" stands for
- replacement promise if broken
 - repairing promise if broken
 - compensation given if broken
 - regular check-up of the item in questions
15. While purchasing goods from an international company located abroad which one of the following is a method of payment?
- direct cash
 - draft
 - letters of credit
 - just guarantee
16. The word "company" does not include in its meaning
- services
 - construction works
 - manufacturing
 - wholesale or retail
17. Which of the following salutation is used in informal letters?
- Respected Sir
 - Dear John
 - Mr. Benedix
 - Dear Professor V. Hardward
18. Which of the following information is not generally included in a resume?
- education
 - experience
 - genealogical information
 - personal information
19. While signing the letter, use 'Your Faithfully'
- with 'Dear Mr. Jones'
 - with 'Dear sir'
 - with 'Dear Tony'
 - with 'Dear Mary'
20. While closing a minuting, it is
- the chairperson who makes an initial signature
 - the vice-chairperson who makes an initial signature
 - the general secretary who makes an initial signature
 - the treasure who makes an initial signature

Attempt ALL the questions.

Group "B"

8×7=56

- State and illustrate any six socializing functions of language in English.
 - Mention any seven guidelines that help you to deal with business calls.
 - What are the templates of business correspondence? Discuss briefly.
- OR
- What are the types of letters? Explain them briefly.
 - Mention the purposes of calling a meeting.
- OR
- What is a meeting? Call an imaginary meeting with two agendas.
 - Suppose you are a negotiator of a severe conflict between two parties. How do you deal with them?
- OR
- Suppose you are a Manager of a company and your newly products are of standard quality. But because of duplicating of your product in the market by other company, you are getting loss. How do you face and deal with this problem to achieve more profit.
 - Apply for position as a manager of a factory, advertised in a dairy paper, stating age, education, experience, qualification, etc.

OR

Explain and differentiate between acceptance and regret letter.

7. You are a Director of Marketing Manger of a firm. Your production is high but the demand of the product is low. How do you increase your selling? Discuss briefly.
8. Write a dialogue between a customer and dealer (seller). Include complaining and apologizing in your dialogue.

Group "C"

2×12=24

9. What is plan presentation? Also discuss presentation etiquette and holding the audience.

OR

Discuss in brief the types of reports and their components.

10. Prepare a note of the following passage and develop it into a summary form.
In order to write well, one must develop paragraphs which are easy to read and which clearly communicate their message to the reader. A well written paragraph should develop a single subject, or topic, and one of the sentences should make clear what the topic is. This sentence is known as topic sentence, and it is usually at the beginning of a paragraph, but it may be in the middle or at the end. In order to give unity in the paragraph, all the other sentences should relate to the topic sentence.

Exam 2072

Group "A"

20

Attempt ALL the questions.

Tick (V) the best answers.

1. "Talk to him, OK?" denotes
a. requesting
b. agreement
c. approval
d. like
2. "I'm tired of hearing your excuses." express the communicative function of
a. expressing tiredness
b. accepting an apology
c. rejecting an apology
d. granting forgiveness
3. While responding a telephone call the person gives his
a. address first
b. surname first
c. initial name first
d. message first
4. A creditor is a per a. you lend money to c. borrows money to
a. you lend money to
b. you owe money to
c. initial name first
d. has taken a loan
5. Which of the following is an example of direct complaint?
a. I'm sorry' to have to say this but I can't help it.
b. I'm sorry to bother you but this is not the way we work here
c. I'm not at all satisfied with what you said
d. I think you might have forgotten to finish the work
6. If you owe money to someone you are a
a. debtor
b. creditor
c. banker
d. treasurer
7. A business organization is invariably
a. service-oriented
b. charity-oriented
c. entertainment-oriented
d. profit-oriented
8. Which of the following is the first step in report writing?
a. college information/materials
b. presenting findings
c. organizing the report
d. concluding and reporting
9. If someone looks at you straight in the eye with blinking, he/she is probably
a. honest
b. being rude
c. trying to frighten you
d. being friendly
10. Which one of the following is an illicit way in the trading of a product
a. piracy
b. transportation
c. storage
d. advertisement
11. The distribution of profit of a company to its shareholder is termed as
a. shares
b. premium
c. dividend
d. bonus
12. Which of the following is the first step in planning and editing a report
a. considering the purpose of the report

- b. writing the conclusion of the report
 c. arranging the points in a logical sequence
 d. collecting all relevant materials or notes documents for the report
13. Which one is not the purpose of advertisement?
 a. to add value to a product
 b. to familiarize the people with the product
 c. to remind the people about the product
 d. to reduce the price of a product
14. You can send your fax to your friend if you know his
 a. address
 b. telephone line
 c. fax number
 d. his presence at home
15. If a message is to send which one of the following means is most suitable?
 a. telephone
 b. face to face meeting
 c. letter
 d. internet
16. What is a Gantt chart? It is a chart which
 a. presents the annual performance of a firm
 b. makes it easy to compare the performances of various firms working in the same field
 c. present the performance of a firm in various years
 d. makes it easy to compare expected performance with actual performance
17. A company's capital is the money a. initially invested in the company distributed as dividends
 a. initially invested in the company
 b. got from profit
 c. distributed as dividends
 d. obtained from selling a company's assets
18. Marlboro is the brand name of _____ items
 a. refrigerators
 b. suitcases
 c. cigarettes
 d. lipsticks
19. A comprehensive policy is that one that covers
 a. property insurance
 b. life insurance
 c. lend your money for interest
 d. give loan to someone
20. You are a debtor if you
 a. owe money to someone
 b. lend your money for interest
 c. take part in business debates
 d. give loan to someone

Attempt ALL the questions.

Group "B"

8×7=56

1. What is socializing? Discuss how do you greet in different time with different person.
 2. Define messages, replies, inquiries, appointments, directions, apologies and refusals.
 OR
 Write any seven language exponent that you use to apologize someone.
3. Write a letter to the General Manager of Water Supply Corporation pointing out the scarcity of drinking water in your town and making suggestions for improvements.
 OR
 Write a letter to a firm, complaining that the goods ordered by you have arrived in a damaged condition.
4. What are the components of a minute? Prepare a minute for the meeting having the following agenda:
 a. Irregularities in attendance among the selling staff
 b. need of training for labours to improve production
5. Explain briefly the roles of bargaining and making concessions in successful business.
 OR
 What are the four main phases of negotiation? Explain what happen at each phase.
6. You do not want to continue your present job because it has several problems. You are fired of it write a resignation letter to get rid of this job.
 7. Explain briefly the advantages and disadvantages of E-marketing.
 8. Discuss the ways of handling complaints.
 Group "C"
 9. Study the following advertisement and write a job application with a separate sheet of your CV:

2×12=24

Secretary, National Insurance Company. Good dictation and typing skills. Must be accurate and fast. Apply to Personal Director, ABC Company Suryabinayak, Bhaktapur.

10. There are several types of reports. Name any five and illustrate any two of them.

OR

Imagine that you want to apply for the post of Assistant Manager at National Metal Company. Write an application for the job.

(e) Academic Writing (Eng. Ed. 335) Elective Group B

Exam 2068

Group 'A'

20

Attempt ALL the questions. Tick (✓) the best answers.

- All of the following are ways to avoid plagiarism, except
 - reorder sentences and change descriptive words as you read
 - document the sources you use
 - take notes on where you found specific ideas
 - use quotation marks around exact quotations
- Which of the following does not express the language of classification?
 - classified
 - grouped
 - varieties
 - revision
- Identify the pattern in the following text
the difference between a spice and a herb is not always easy to define, but in general term, spices can originate from various parts of a plant body (seeds, fruit, hark roots) and they tend to originate in semi-tropical climates. On the other hands, herb are the leafy parts of soft stemma parts and are found in more temperate regions.
 - AB-AD-AB
 - AAA-BBB
 - AB-BA-AB
 - AAB-BBA
- Which one expresses the complete-degree of certainly while hedging generalization?
 - usually
 - occasionally
 - never
 - rarely
- Which one of the following statement expresses generalization of the given statistics?
UK smoker by gender

Men	women
43.8%	56.2%

 - the majority of British smokers are women
 - 56.2% of British Smokers are women
 - 12.4% more British smokers are women
 - women smoke slightly more than men
- Which of the following is the standard format?
 - M.J. Wallace, *Study skills in English*, New Delhi, Foundation Books 1998
 - M.J. Wallace 1998 *Study skills in English*, New Delhi, Foundation Books
 - Wallace M.J. (1998) *Study skills in English*, New Delhi, Foundation Books
 - Wallace, M.J.1998 *Study skills in English*, New Delhi, Foundation Books
- In which part of the writing processes is it most important to know the rules of grammar and punctuation?
 - Planning
 - Editing
 - Gathering
 - Revision
- Which part of the following would be considered a planning activity when writing a report?
 - Evaluation your work
 - Defining the purpose
 - Rearranging content
 - Checking for grammar and spelling errors
- Melina realizes that she has used the word 'their' when she meant 'there', so she replaces her original word with the correct term. What part of the writing process does this activity represents?
 - Planning
 - Gathering
 - Revising
 - Editing
- Which one of the following is NOT more specific?
 - Waving hands
 - Using gestures

- c) Nodding head
d) Raising eye brows
- Which fits best in the following gap?
a) looping
b) cubing
c) cub lining
d) listing
 - Which expression is inappropriate in the conclusion of short essay or paragraphs?
a) this
b) therefore
c) as we have seen
d) in conclusion
 - When we revise the text we have written the following one we do not carry out
a) adding text
b) deleting text
c) repeating text
d) moving text
 - Which of the following is the controlling factors of a paragraph?
a) the beginning
b) ordering
c) central idea
d) supporting
 - Editing is considered as the
a) pre-writing stage
b) while-writing stage
c) post-writing stage
d) none of the above
 - Summaries are always quite a bit shorter than the original text, perhaps percent shorter
a) 75
b) 50
c) 25
d) 99
 - At least once in our summary, we have reminded our readers that we are summarizing by using some phrases. Which one is not included in such phrases?
a) the author goes on to say
b) (surname) also reports that
c) the article further states that
d) despite + noun phrases
 - The discussion part of the essay refers to
a) the introduction
b) the conclusion
c) the body
d) the beginning
 - Which of the following information is not generally included in a resume?
a) education
b) experience
c) genealogical information
d) personal information
 - While writing a book review the most important items to be emphasized is
a) the statement of its title, author and subject matter
b) the enumeration of its contents
c) giving information about its publication
d) the discussion on its strength and weakness

Group "B"

8×7=56

Attempt All the question.

- Discuss the features of academic writing.
- What is plagiarism in academic writing? Discuss the reasons behind it.

OR

What are the types of plagiarism? Discuss them with examples.

- Discuss the language used in writing with comparison and contrast with examples.
- Enumerate the invention techniques of academic writing and discuss any three of them.

OR

What is clustering in invention techniques? Chose one topic of your own and prepare a cluster for that.

- What are the different ways of polishing revised draft? Discuss them.
- What is paraphrase in academic writing? Compose a short paragraph of your own and paraphrase that.
- Compose an abstract of a journal article of your own topic.

OR

Prepare ten questionnaires for a survey about teacher's behaviour outside the classroom.

- What are the basic components of a research report? Present an example of the abstract of your own imaginary research report.
- Prepare a CV of your own including all the details.

Group "C"

2×12=24

10. What is a CV? Discuss its all components.
10. What is revision in academic writing process? Suggest some areas to be revised with their possible solutions.

Exam 2069

Group "A"

20

Attempt all the questions. Tick (✓) the best answers.

- Which of the following is not an element of academic writing?
 - Coherence
 - Examples
 - Cohesion
 - Cause and effect
- Which of the following does not fall under structure of academic writing?
 - Introduction
 - Summary
 - Body
 - Conclusion
- Plagiarism is a/an.....
 - way of making a text attractive
 - way of citing consulted resources
 - intellectual theft
 - omitting main ideas from the text
- What is the main aim of clarity principle?
 - Using clauses to structure the definition
 - Making everything clear
 - Defining correct terms
 - Defining complex concepts
- Cohesion in writing refers to.....
 - logical relationship of topic sentence and supports
 - part whole relationship
 - linking one element to another in writing
 - definition of key terms
- Which of the following is the standard APA reference?
 - Bailey, S. Academic writing: A handbook for international student; New Delhi: Rout ledge, 2007
 - Hamp-Lyons, L & heasley, B: CUP, the study of writing: A course in writing skills for academic purposes; India, 2007
 - Leki, Academic writing: Exploring processes and strategies. Cambridge: CUP, 2007
 - Bailey, S. (2010) Academic writing: A handbook for international students: New Delhi, Routledge
- Which of the following salutation is used in a formal situation?
 - My sweetheart
 - My dear dad
 - Dear sweaty
 - Dear Sir
- The difference between a précis and summary can be found in terms of....
 - length
 - subject matter
 - text
 - organization of content
- Which of the following information is included in a resume?
 - Age
 - Marital status
 - Educational achievements
 - Spouse's name
- What is the full form of APA in citing resources?
 - American Phonological Association
 - American Phonetic Association
 - All Phonological Association
 - American Psychological Association
- In academic writing editing is a/an
 - Prewriting stage
 - Post-writing stage
 - While-writing stage
 - Purely pen and paper stage
- In general a summary should be..... Of the original text
 - one third
 - one fifth
 - half
 - one fourth
- Which of the following is the first part of a research report?
 - Acknowledgement
 - Abstract
 - Title page
 - General background
- Which of the following is not a principle of writing newspaper article?
 - using common language
 - using literary language
 - offering complete information
 - keeping it simple
- In writing process invention refers to.....

- a. looping
d. visiting library
- b. brainstorming
e. consulting with seniors
- c. listing
16. What is the acceptable structure for effective academic writing?
a. 1 b. 2 d. 3 d. 4
17. If a work is edited by an editor, the term 'ed' is placed
a. at the end of the line
b. just after the surname of the writer
c. just after the name of the author
d. just after the title of the book
18. Which one of the following techniques is most effective one to generate and examine ideas?
a. Reading
b. Discussion
c. Looping
d. Brainstorming
19. What is the role of feedback in academic writing?
a. To write another version of the same text
b. to improve the writing skill further
c. To examine and giving rating
d. None of the above
20. Why is revising necessary in academic writing?
a. Checking inconsistencies
b. Writing a similar piece of text
c. Postulating of and assertion
d. Examining the effect of writing

Attempt all the questions.

Group "B"

8×7=56

1. Why is plagiarism strictly considered as an intellectual dishonesty in academic writing? Justify your answer.
2. What is the role of researching before beginning to write? Highlight the importance of research before proceeding to write something academically.

OR

Discuss briefly the role of feedback for effective academic writing.

3. What are the parts of an academic writing? Describe each of them in brief.
4. How can you assert that writing is a process? What are the techniques of gathering information for preparing the first draft or writing?

OR

What do you mean by journal writing? Explain its importance in writing process in short.

5. What do you mean by thesis statement and supporting details in writing process? Why is it necessary to keep a thesis statement in each writing sections?
6. Explain the five R-techniques used for writing summary.
7. What does MLA system of citation of a work stand for? Cite the following information in MLA format:
a. Fry, R. (2001), your first resume for students and everyone preparing to enter today's tough job market, Pearson Education, Delhi.
b. Bridger, N, and Comfort, J. (1989), Earl's business contact, London: Prentice Hall.
c. Gentzler, A. (1993), Contemporary translation theories. New York: Routledge.
d. Catford, J.C.(1965) A linguistic theory of translation, Oxford. OUP.
8. Write short notes on any TWO of the followings:
a. CV and Resume
b. Reporting and designing surveys
c. Taking ideas from sources

Group "C"

2×12=24

9. Write a short report on the topic "Ways to improve educational system of Tribhuvan University" following the steps of research report writing chronologically.

OR

Prepare a short research report on "Ways to make visit Nepal Year 2011 effective" following the procedure chronologically.

10. What are the elements of academic writing? Explain the elements of academic writing in detail.

Exam 2070

Group "A"

20

Attempt All the questions. Tick (✓) the best answer.

1. All of the following are ways to avoid plagiarism, except
(a) Recorder sentences and change descriptive words as you read

- (b) Document the sources you use
 (c) Take notes on where you found specific ideas
 (d) Use quotation marks around exact quotations
2. Which of the following punctuation mark indicates the definition
 (a) (,) (b) (?) (c) (.) (d) (!)
3. Which one of the following expresses language of classification in the sentence "There are two categories of effects resulting from globalization"?
 (a) Two (b) Categories (c) Effects (d) Globalization
4. Which pattern is acceptable in the comparison and contrast structure?
 (a) AAA-BBB (b) AB-BA-BB (c) BBA-AAB (d) ABB-BAA
5. Good writers are likely to
 (a) Use one writing strategy for all situations
 (b) Adhere strictly to a set of established rules for writing
 (c) Carefully analyze the initial problem before beginning a draft
 (d) Edit documents during the process of writing the first draft
6. Which of the following would NOT be an example of revising a written document?
 (a) Correcting several spelling and punctuation errors
 (b) Deleting several statements that seem repetitive
 (c) Replacing financial information that was originally used in the report with more current data that just became available
 (d) Rearranging the order of several paragraphs to enhance the flow of ideas
7. Which one is NOT a point of view in cubing?
 (a) Describe it (b) Compare it (c) Analyze it (d) Generalize it
8. Which one of the following function is NOT performed by introduction?
 (a) Hooking readers and convincing them to take the time to read the article, essay or book
 (b) Giving whatever background information may be necessary to understand the article
 (c) Stating the information or argument the reader will find in the article, essay, or book
 (d) Giving the detail information with supporting facts
9. Which one of the following is not a transitional expression?
 (a) Because (b) On the other hand (c) Furthermore (d) Another problem
10. A regular logical progression of thought refers to ...
 (a) Cohesion (b) Coherence (c) Central idea (d) Unity
11. Which of the component of an essay should be longest?
 (a) The beginning (b) The middle (c) The introduction (d) the conclusion
12. The indentation refers to
 (a) Beginning of a word (b) Beginning of a sentence
 (c) Beginning of a clause (d) Beginning of a paragraph
13. The two essential factors to be considered before starting to write any piece of writing are
 (a) Purpose and the audience (b) Grammar and sentence
 (c) Topic sentences and support sentence
 (d) Function and grammar
14. Which one of the following is not a cause marker?
 (a) Because of (b) since (c) Due to (d) Therefore
15. Which one of the following does not identify the language used to show a research gap?
 (a) Claiming that there is a gap in the previous research
 (b) Reviewing items of previous research
 (c) Making a counter claim
 (d) Continuing a tradition
16. The summary writing
 (a) Excludes unnecessary points completely
 (b) May be in written or spoken form
 (c) Is always in one third of the original passage
 (d) Is prepared in the same order as the passage
17. While we quote someone else's ideas in our writing, we use
 (a) Double inverted comas (b) Single in inverted comas
 (c) Dashes are used in both sides of quoted part
 (d) Commas are used in both sides of the quoted part

18. 'Circumstance of the event' refers to ... of a report
 (a) Background information (b) Sequence of happenings
 (c) Actions of the happenings (d) all of the above
19. While writing a book review the most important items to be emphasized is
 (a) The statement of its title, author and its subject matter
 (b) The enumeration of its contents
 (c) Giving information about its publication
 (d) The discussion on its strengths and weakness
20. A separate statement of personal details is called
 (a) Bibliography (b) Bio-data (c) Personal information (d) Glossary

Group "B"

8×7=56

Attempt All the question.

- List the elements of academic writing and describe any three of them.
- Compare and contrast the life style of village and town using AB-AB-AB pattern.
- Distinguish between academic writing and personal writing in brief.

OR

Suggest some strategies for avoiding plagiarism in academic writing.

- Discuss the different types of audiences of academic writing.
- Define a topic sentence with an example and discuss the placement of it.

OR

What are the main idea and supporting details? Discuss the types of supporting details with their purpose.

- The MLA system of documentation has its own format. How should we maintain the format of books of two writers, articles in an encyclopedia, newspaper articles and unpublished manuscripts according to this format? Give examples of them.
- Discuss the basic components of a research report.

OR

Compose a newspaper article on the local issue of your own.

- Discuss the components of a CV in brief.
- Write a review of any English book that you have read recently.
- According to Leki (2010), there are three functions performed by the introduction of an essay. Explain these functions with examples.

OR

Write an essay on "tourism Year 2011" including listing, outlining and drafting.

OR

Exam 2071

Group "A"

2×12=24

20

Attempt ALL the questions. Tick (✓) the best answers.

- The sentence "The way you speak says a lot about you" is
 a. academic b. non-academic
 c. taboo d. jargon
- Which of the following is non-academic?
 a. conversational content b. serious thought content
 c. clear and well planned writing d. error free writing
- Which of the following would not be considered as plagiarism?
 a. not providing a reference when you have used some boy's idea
 b. copying a few sentences from an article on the internet without giving a reference
 c. taking information or ideas from another writer and using them in your own work
 d. taking information or ideas from another writer and using them in your own work, with acknowledging the source in an accepted manner
- Which of the following is not supported as academic honesty?
 a. only say or write that for which you have evidences
 b. write carefully considered statements
 c. avoid exaggerated generalisations
 d. write exaggerated generalisations
- Which of the following is faster?