

Code No. 4023

**FACULTY OF ARTS**  
**B.A. (Vocational) III-Year V-Semester (CBCS) Examination**  
**November/December, 2019**

**Subject: Communicative English**  
**Paper - VI (A) : PROFESSIONAL WRITING SKILLS**

**Time : 3 Hours**

**Max. Marks : 80**

**PART - A (4x5=20 Marks)**

**Answer any FOUR of the following questions**

- ✓ 1 How do you choose topic specific language?
- 2 What is a memo?
- 3 What is a Project Proposal?
- ✓ 4 Explain the elements of a formal report.
- ✓ 5 What is a complaint letter?
- ✓ 6 What is a Progress Report?

**PART - B (4x15=60 Marks)**

**Answer the following questions**

- 7 (a) How do you organise texts in the process of writing?  
OR  
✓ (b) Transfer of information is effectively made through charts and graphs-Discuss
- 8 (a) You placed an order for computer stationery for your office. After delivery, you discovered that the material is damaged. Draft a letter of complaint stating that you will be compelled to cancel the order if the material is not replaced.  
OR  
(b) The Head of your organization is worried about employees reporting late. Draft a memo to be signed by the Head and circulated to all employees asking them to report on time to avoid loss of pay.
- 9 (a) Explain the purpose of writing a Project Proposal.  
OR  
✓ (b) You desire to pursue a course in Business Management abroad. Write a Statement of Purpose for the same.
- 10 (a) Discuss the chief features of a Feasibility Report.  
OR  
✓ (b) Imagine that you are the Development officer of a leading electronics company. Draft a Feasibility Report regarding setting up of a retail outlet of electronic goods in a small town.

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