



‘সমানো মন্ত্রঃ সমিতিঃ সমানী’

**UNIVERSITY OF NORTH BENGAL**

B.A. Sec 2nd Semester Examination, 2024

**UENGSEC12002-ENGLISH**

**PROFESSIONAL WRITING SKILL**

Time Allotted: 2 Hours

Full Marks: 40

*The figures in the margin indicate full marks.*

**UNIT-I**

1. Apply any *ten* proof-reading symbols to the paragraph below in reference to the correct version of it: 1×10 = 10

The great Wall of china a is series of stone and Earthen fortificatio built rebuilt nd maintained

between the 3<sup>rd</sup> century and; the 16<sup>th</sup> century in China to protect Northern borders of the chinese during empire The rule of successive dynasties The most famous of the walls is the one buil Between 220 BC and 200 BC by the first. Emperor of China Qin shi huane

Correct Version:

The Great Wall of China is a series of stone and earthen fortification built, rebuilt and maintained between the 3<sup>rd</sup> Century BC and the 16<sup>th</sup> Century in China to protect the northern borders of the Chinese Empire during the rule of successive dynasties. The most famous of these walls is the one built between 220 BC and 200 BC by the first emperor of China, Qin Shi Huang.

**UNIT-II**

2. Answer any *two* of the following questions: 10×2 = 20

(a) Write a dialogue between two friends who are planning for a picnic.

**OR**

(b) Write a dialogue between a grocer and a customer.

(c) You are the secretary of the Music Club of your college. Write a notice inviting names of the students who want to participate in a singing competition organised by the club.

**OR**

(d) Your sports club of the college is organising a felicitation programme to honour the trainers. As a secretary of the club, write a notice informing the club members about the occasion.

- (e) Write a CV for the post of a librarian in a school.

OR

- (f) Write a resume for the post of a football coach in a reputed institution.  
(g) Write a report on the Independence Day Celebration in the campus for your college magazine.

OR

- (h) As a co-ordinator write a report on the student seminar, titled "Climate Change and sustainable solutions", organised by your department.  
(i) Draft a suitable advertisement to be published in a local newspaper for the sale of your car.

OR

- (j) Draft an advertisement to be published in a newspaper for the post of an Accountant to be recruited by your company.

**Unit-III**

3. Answer any **one** question from the following:

10×1 = 10

- (a) Write a short essay on 'The Impact of Technology on Education'.

OR

- (b) Write a short essay on your favourite fairy tale.  
(c) Write a letter to the editor of a local newspaper complaining about the rampant use of loudspeakers in your locality.

OR

- (d) Write a letter to the principal, requesting for the extension of library timings of the college.  
(e) Write a letter to your friend appreciating the book that s/he has recently published.

OR

- (f) Write a letter to your friend congratulating him/her on his/her success in the recent semester exams.  
(g) Write an editorial on 'Universal Healthcare is a Basic Right for all Citizens'.

OR

- (h) Write an editorial on 'Interfaith Harmony'.

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