

## **GENERIC ENGLISH III SEM**

### **QUESTION BANK (GRAMMAR) - 30 MARKS**

**FOR BA, BCOM, BSc, BBA, BCA and all other related programmes**

#### **UNIT II**

#### **WRITING SKILLS**

**30 MARKS**

#### **Types of writing**

#### **Sample questions**

##### **1. DESCRIPTIVE WRITING**

- a) Describe a sports event that you have seen.
- b) Describe an evening on the beach.
- c) Describe your experiences of being alone in a strange city.
- d) Write a description of the movie you have watched recently
- e) Describe a five-day camp in which you participated.

##### **2. NARRATIVE WRITING**

- a) Narrate your experience of trekking in a forest.
- b) Narrate the events of the most memorable day in your life.
- c) Narrate the events of the day when you were late to class.
- d) Narrate your experience of missing the bus to college and the sequence that followed to reach college.
- e) Narrate a scary encounter in your life.

##### **3. REFLECTIVE WRITING**

- a) Write a reflective essay on the topic ‘ Cut-throat competition has disrupted moral values’.
- b) Write a reflective essay on the position of women in the present day Indian society.

- c) Write a reflective essay on the role of education in shaping our ways of thinking.

#### **4. PERSUASIVE OR ARGUMENTATIVE WRITING**

- a) Write an argumentative essay on mother tongue v/s English as the medium of instruction in schools.
- b) Write an argumentative essay on ‘Online classes v/s chalk-and –talk method of teaching’.
- c) Write an essay presenting your argument on whether it is necessary to ban the use of cell-phones for students in colleges.

#### **5. COMPARATIVE WRITING**

- a) Write an essay comparing the nature of education in rural and urban areas.
- b) Write an essay comparing school life with college life.
- c) Compare the lifestyle of the youth in villages and in cities.
- d) Write an essay comparing the advantages and disadvantages of technical and non-technical courses.
- e) Write an essay comparing the merits and demerits of a day school and a boarding/residential school.

#### **6. CAUSE AND EFFECT WRITING**

- a) Why are students getting addicted to social media? What are the effects of such an addiction on student life?
- b) Why are people attracted to junk food? What are its effects on health and the general well-being of human beings?
- c) Why do more and more teenagers commit suicide today? What are its effects on family and society?

## Correspondence

### Sample questions

#### 1. LETTERS OF ENQUIRY AND ORDER LETTERS

- a) Imagine that you are the President of the Student Council of your college. Your team is planning a tour to Hyderabad for the students. Write a letter of enquiry to a travel agency in order to solicit information about their tour plans. Remember to enquire about all details (tour specifications, cost, duration, travel and accommodation, guide facilities, medical facilities, etc.).
- b) Imagine you are planning to buy a mobile phone. Write a letter of enquiry to find out the various types of mobile phones available within your budget to M/s Abilash Enterprises, 12<sup>th</sup> Cross, Sheshadripuram, Bangalore.
- c) You are an HR manager in Glowmines Pvt. Ltd., Saraswathipuram, Mysore. Write a letter of enquiry to Showstop Garments, Opp. Main Bus Stand, Mysore, regarding your plan to introduce uniform for the employees and enquire about the texture of the uniform cloth and the available colours and designs.
- d) Imagine that you are a Librarian in a Public Library. You want to purchase 50 books in the category of children's fiction. Write an order letter to Sapna Book house, Mangalore placing an order for the books required. Include all the details like, the names of books required, cost and quantity of books, timeline of delivery etc.
- e) You are Mr. Suresh, Purchase Manager, Sigma Pvt. Ltd. Bangalore. Place an order to M/s Trupthi Enterprises, Banaswadi, Bangalore for different types of files required to keep the records of your firm. Specify the colour, quantity and price of the files needed.

#### 2. LETTERS OF COMPLAINT AND REPLIES TO LETTERS OF COMPLAINT

- a) Imagine you are Mr. Anil, Purchase Manager, Sigma Pvt. Ltd. Mangalore. Write a letter of complaint to the Customer Grievance Cell, Lucky Tech Field, Udupi for having received 2 faulty laptops.

- b) You are the resident of Gandhinagar, Mangalore. Write a letter of complaint to the Mayor, Mangaluru City Corporation about the stray dog menace in your area.
- c) Imagine that you are the Sub-inspector of Police in a small town. A resident has complained about the numerous theft cases of two-wheelers in your area. Write a response to the letter of complaint explaining how you plan to address the complaint.
- d) Write a response to the letter of complaint of M/s Sheethal & Co., regarding faulty electronic goods such as fans and LED bulbs supplied to them by your company.

### **3. APPLICATION FOR A JOB AND CV**

- a) Write a letter of application for the post of a Lecturer in English to the Principal, St. Thomas College, Kuvempu Nagar, Shivamogga. You are Ms. Shobha, House No.215, H.R. Layout, Shivamogga. Enclose your CV.
- b) Write a letter of application for the post of a programmer at Aztech Web Designing Studio, Borivili East, Mumbai-4. You are Mr. Shraavan, House No.103, B.R. Layout, Kandivali, Mumbai-6. Enclose your CV.
- c) Write a letter of application for the post of an office assistant at Shyama Rao Foundation, K.R. Nagar, Mangaluru. You are Mr. Suman, House No.201, Shantinagar, Mangaluru. Enclose your CV.

### **Commercial Writing (Any two can be taught)**

#### **1. ADVERTISEMENT WRITING**

A. Classified Advertisement: Workbook-Examples and sample questions.

B. Display Advertisements

- a) 'Shakthi' is launching a new water tank. Prepare an advertisement within a frame.
- b) 'Mythri' is launching a new herbal soap. Prepare an advertisement within a frame.
- c) 'Timex' is producing a new type of watch. Prepare an advertisement within a frame.

