

Question Bank

1. What is the difference between descriptive and expository writing?
2. What is Indianism? Explain with examples.
3. Write a short note on Plagiarism.
4. Discuss the role of ethics in Business Communication.
5. Write a short note on Time Management.
6. Explain how self analysis can be carried out through SWOT analysis.
7. What is Johari Window? Discuss at length.
8. Write a short note on Emotional Intelligence.
9. What are Leadership Skills?
10. What is the significance of team building in the professional world?
11. Discuss some strategies for career planning.
12. What is self esteem?
13. Write a short note on the importance of personality development.
14. Discuss some strategies for personality development.
15. Write a short note on Language Sensitivity.
16. What are the important principles and elements of a detailed report?
17. Discuss the difference between a resume and a CV.

18. Elaborate at length important strategies for interview preparation.
19. What are the fundamental principles of an effective business letter?
Elaborate the process of letter writing.
20. Write a short note on memos, notices and circulars each.
21. Write a letter of enquiry in block format. Invent necessary details.
22. Explain Sales Letter.
23. What is a Complaint Letter?
- 24.14. What is meant by agenda?
- 25.15. Define routine and Special Reports.
26. What is the significance of concentration in listening?
27. "A good letter is one which is clear and brief". Comment.
28. Distinguish between Report and Memorandum.
29. What are the important elements of a detailed report?
30. Correct the following sentences:
 - a) This chair is the better of the three.
What is the fresh news?
 - b) Only few students are present.
 - c) It is nothing else than jealousy.
 - d) This premises looks magnificent
31. Change the following sentences into indirect speech:
 - a) He said, "If I were a prince!"
 - b) He said to you, "You were late."

- c) We said, "We did our duty well."
- d) The teacher said, "The axis of the earth is tilted."
- e) He said, "I have lost my pen."

32. What is the role of visual aids in technical writing?

33. Answer the following questions in the affirmative and in the negative:

- a) Can you swim?
- b) Is it going to snow?
- c) Do you like sweets?
- d) Is she in your way?
- e) Will they be in the college

34. Correct the following sentences:

- a) The principal, along with teachers were invited to dinner.
- b) My all relatives are well off.
- c) If I were him, I should help you.
- d) Our rivals in sports have been more successful than us.
- e) She availed of the chance.

35. Write a brief note on the types of proposals and its purpose in technical writing.

36. Change the following sentences in the passive voice:

- a) Who has won the gold medal?
- b) He gave me a pen.
- c) She was winding her watch.
- d) Had you kept your promise?
- e) I shall do it.

37. What is language sensitivity? Suggest some effective ways that may help in evading biased expressions in language.

38. Write a dialogue between two friends discussing the merits and demerits of increasing technological advancements.

39. Suggest Synonyms of the following sentences:

- a) wasteful
- b) frank
- c) relevant
- d) condemn
- e) moderate
- f) plentiful

40. Suggest Antonyms of the following words:

- a) rigid
- b) extravagant
- c) amateur
- d) appreciate
- e) authentic
- f) valid

41. Make words with the following suffixes:

- a) sis
- b) ette
- c) ness
- d) ship
- e) esque
- f) fy

42. Make words with the following prefixes:

- a) sub
- b) mis
- c) un
- d) semi
- e) demi
- f) circum

43. Combine the following sentences with suitable connectives:

- a) Glass is smooth. It is brittle. It is transparent.
- b) He is strict. He is severe.
- c) He is very arrogant. All other members of his family are also very arrogant.
- d) She works in the office. She manages her household.
- e) The effect of this medicine is slow. It is safe.
- f) She must be over forty. She looks charming.
- g) She never attended any school. She is a well-informed lady.
- h) The dog seems to be very ferocious. It is harmless.
- i) He is honest. He will not accept a bribe.
- j) The little girl saw a beautiful flower. She gave a cry of joy.
- k) He got the fuel tank filled. He resumed the journey.
- l) I like all my classmates. I do not like Neha
- m) I have not been able to reform him. I have made many efforts.
- n) No one died in the accident. That was fortunate.
- o) I am myself hard up. I will not disappoint you.
- p) Your father may sign this document. You may sign this document.
One of you must do it.
- q) He does not tell a lie. He does not tolerate a lie.
- r) The Principal is very lenient. There is no discipline in the school.
- s) I am going to Shimla. I propose to stay there for a fortnight.
- t) I met my friend. He recognised me at once.
- u) She is not fair. She is not tall. She is highly intelligent.
- v) He threw stones at the dog. It was a cruel act.

44. Convert the following simple sentences into complex sentences:

- a) I was glad to know of his success
- b) He pleaded ignorance of the law.
- c) A dead man tells no tales.
- d) The boy with the blue shirt is the house captain.
- e) He felt sorry on finding out his mistake.
- f) In the absence of any evidence against him, he was acquitted of the charge.
- g) Being rich, he can afford this expensive treatment.
- h) He is too simple minded to see through the game.

- i) She danced like a professional dancer
- j) His stupidity is comparable to his laziness.
- k) In spite of all his riches, he is not above such meanness.
- l) Nobody will be allowed to enter without an identity card.
- m) It all ended according to my expectations.
- n) He is working day and night to improve his prospects in life.

45. Answer the following questions:

- 1) Add a suffix to: Remark
- 2) Write the synonym of: Zeal
- 3) State the difference between the pair of words: Cease and Seize
- 4) Choose the correct verb: Neither the dogs nor the cat (is / are) very hungry.
- 5) Choose the correct expression: The mountain climbers (proceeded forward / proceeded) on their long trek up the side of the mountain.

46. Rewrite the following sentences with appropriate question tags or short answers:

- a) Roger will come to the seminar today, _____?
- b) Are you going on holiday next week? _____.

47. Compare and contrast argumentative writing and analytic writing.

48. Discuss the characteristics of Narrative writing.

49. What is precis writing?

50. What is explanatory writing?