

**NPTEL Online Certification Course**

Indian Institute of Technology Roorkee

Course Name: Effective Writing

Instructor: Prof. Binod Mishra

**WEEK 1: ASSIGNMENT 1**

A. Answer the following questions by choosing the most appropriate answer from the given options

1. “Some books are to be tasted, others to be swallowed, and some few to be chewed and digested; that is, some books are to be read only in parts; others to be read, but not curiously; and some few to be read wholly, and with diligence and attention.” Who has given the above statement?

a. Thoman Carlyle

b. John Dryden

c. Francis Bacon

d. Charles Lamb

2. According to Shannon’s model of the Communication process, which of the following refers to the amount of uncertainty in a message?

a. Channel

b. Transmission

c. Medium

d. Entropy

3. What does Noise in Shannon’s model of the communication process refer to?

a. Unwanted Distortion

b. Unwanted Risks

c. Transmission Risks

d. Positive Function

4. Which of the following skills cannot be achieved by effective writing?

a. Planning

b. Listening

c. Reasoning

d. Reading

5. What according to Francis Bacon’s quote can writing convert a person into?

a. A full man

b. A ready man

c. An exact man

d. A confused man

B. Fill in the blanks with the most appropriate option:

1. Steven Pinker describes the "curse of \_\_\_\_\_\_\_\_\_\_" as a major reason why good people write bad prose.

a. knowledge

b. power

2. The \_\_\_\_\_\_\_\_\_\_ formula emphasises simplicity in writing, ensuring clarity and brevity.

a. MISS

b. KISS

3. Lack of \_\_\_\_\_\_\_\_\_\_ in writing defeats the purpose and obscures the intended meaning.

a. clarity

b. obscurity

4. The phrase "neither ... nor" in subject-verb agreement requires the verb to agree with the \_\_\_\_\_\_\_\_\_\_ subject.

a. nearest

b. farthest

5. Verbs of perception such as "see," "hear," "smell," and "taste" do not typically take \_\_\_\_\_\_\_\_\_\_ forms.

a. perfect

b. progressive

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