Q1 (a) An abbreviation is any shortened or contracted form of a word or phrase. For example, Dr. for doctor or Jan. for January.

An acronym is a specific type of abbreviation formed from the first letters of a multi-word term, name, or phrase, with those letters pronounced together as one term. For example, OPEC - or the O(rganization of) P(etroleum) E(xporting) C(ountries)—is an acronym because we pronounce it as one word, oh-pek.

Q1 (b) That familiarity produces neglect, has been long observed. The effect of all external objects, however great or splendid, ceases with their novelty: the courtier stands without emotion in the royal presence; the rustic tramples under his foot the beauties of the spring, with little attention to their fragrance; and the inhabitant of the coast darts his eye upon the immense diffusion of waters, without awe, wonder, or terror.

Q1 (c) The letter will be posted by the peon.

Q1 (d) Latin phrase "de facto" mean "in reality". For example, the result was, **de facto**, a one-party system.

Latin phrase "sine die" mean "without a day, with no time fixed". For example, The trial had been adjourned **sine die**.

Q1 (e) Oscar became anxious about the test. Jane isn't going to tell anyone.

Q2 In logical bridges, the same idea of a topic is carried over (repeated) from sentence to sentence, and successive sentences can be constructed in parallel form. For example, consider the following paragraph:

There are three stages to a typical modern catalytic converter. In the first stage the nitrogen oxides are reduced using a platinum catalyst, which facilitates their decomposition into nitrogen and oxygen. In the next stage, the carbon fragments are oxidized over a platinum/rhodium catalyst. Finally, the correct amount of oxygen is ensured by monitoring the amount of oxygen passing into the engine, and by incorporating into the catalyst a metal oxide that absorbs oxygen (by reacting with it to form a higher oxide) when the fuel mixture has too much oxygen and reverts to the lower oxide, releasing oxygen, when the mixture has too little.

With verbal bridges, key words or synonymous words can be repeated, pronouns can replace nouns and transition words can be used. In the following sentence, transition words used for verbal bridges are underlined.

Writing is a process, **which** can take a long time **and** involve many obstacles. **However**, when you are finished, you'll see that it was worth the effort.

Q3 (a) Characteristics of effective technical writing are as follows:

1. Accuracy

Accuracy refers to the proper coverage of the topics in appropriate detail. Often an accurate document needs to focus clearly on a problem. Document accuracy is generally cultivated by a clear problem statement and by a preliminary outline.

2. Clarity

Clarity, refers to ease of understanding, in technical and professional writing.

3. Conciseness

At the level of the whole document, conciseness is helped most by focus, the narrowing of document scope to a manageable problem and response.

4. Coherence

Coherence is the quality of hanging together, of providing the reader an easily followed path. Writers promote coherence by making their material logically and stylistically consistent, and by organizing and expressing their ideas in specific patterns. At the level of the whole document, coherence helps to provide the larger picture, in which the connections among the parts of the document are made clear by the writer.

5. Appropriateness

Make the document appropriate to the goals in writing it, audience's purpose in reading it, and the specific institutional contexts in which it is written and read. A reader's knowledge or experience determines the level of comprehension of technical material, appropriateness is largely determined by audience. For example, a fact expressed in a mathematical equation may not be effective in a report addressed to a managerial audience.

Q3 (b)

Following are the ways to improve readability score.

1. Keep the paragraphs short

The average paragraph should contain around five sentences, but there are exceptions to that rule. Highly technical or specific content will have longer paragraphs, while simpler content may be broken up into smaller paragraphs that are easier to follow.

2.Choose words carefully

Keep the reader engaged by avoiding passive language, while designing the words with a specific impact in mind will help produce the effect one is looking for. Pack as much meaning as possible into as few words as possible.

3. Shorten sentences

Sticking to a 20-25-word maximum per sentence is a better rule of thumb. Short sentences give readers room to form their own opinions and actually absorb the information you're presenting.

4. Keep It Simple

Try using small instead of minuscule, or idea instead of concept. Small changes to the writing vocabulary can help keep the reader's attention.

Q4 A modifier is a word, phrase, or clause that provides additional information about another word or group of words in a sentence. When modifiers do not clearly and logically refer to the correct noun or pronoun, they are called dangling modifiers.

Dangling modifiers occur when the subject in the introductory phrase is not stated. For example, in the sentence, "By providing students the opportunity to interact with each other, they become more interested and motivated", the writer knows what he or she means, and the reader can figure out what is meant, but the sentence is clumsy. To correct the sentence, one can either introduce a subject or convert the sentence to the passive voice: Correct sentence is "When the teacher provides students with an opportunity to interact with each other, they become more interested and motivated."

Strategies to Fix Dangling Modifiers: There are two strategies to fix a dangling modifiers, as mentioned below:

1) The first is to name the actor or agent as the subject of the sentence. Example: Walking toward the forest, the sun began to set. (In this example, "walking toward the forest" is a dangling modifier since it sounds as if the sun is walking toward the forest.) Revision: Walking toward the forest, I watched as the sun began to set. (The actor, I, is named as the subject of the sentence.)

2) The second strategy to fix a dangling modifier is to name the actor or agent in the modifier itself. Example: Walking toward the forest, the sun began to set. Revision: As I walked toward the forest, the sun began to set. (The actor, I, is added to the modifier.)

Q5 (a) Plagiarism is defined as "Presenting work or ideas from another source as your own, with or without consent of the original author, by incorporating it into your work without full acknowledgement".

Verbatim plagiarism, also called direct plagiarism, means copying and pasting someone else's words into your own work without attribution. This could be text that's completely identical to the original or slightly altered. If the structure and the majority of the words are the same as in the original, this counts as verbatim plagiarism, even if one delete or change a couple of words.

Patchwork plagiarism, means copying phrases, passages, and ideas from different sources and putting them together to create a new text. This can involve slightly rephrasing passages while keeping many of the same words and the same basic structure as the original, and inserting own words here and there to stitch the plagiarized text together.

Q5 (b) Plagiarism can be avoided by:

1. Keeping track of the sources one consult in research work. Software like EndNote, Mendeley can be used to manage the citations used for the paper.

2. Paraphrasing or quoting from the sources. Do not copy–paste the text from the reference paper. Instead, restate the idea in own words.

3. Crediting the original author in an in-text citation and in the reference list. Every time one quote or paraphrase, one must include an in-text or footnote citation clearly identifying the original author. Each citation must correspond to a full reference in the reference list or bibliography at the end of the paper. This acknowledges the source of information, avoiding plagiarism, and it helps the readers locate the source for themselves if they would like to learn more.

4. Using a plagiarism checker software before final submission.

Q6

Sr. No	Creative writing	Technical writing
1	General writing is based on imaginations and creativity.	Technical writing is based on facts and concepts.
2	Creative writing has general reader/audience.	Technical writing has its specific reader/audience
3	The purpose of creative writing is to entertain, provoke, inspire.	The purpose of technical writing is to inform and instruct and educate the user.
4	It follows informal and artistic style of writing.	It follows formal and standard style of writing.
5	It is organized in an arbitrary and artistic manner and may not be systematic.	It is organized in a sequential and systematic manner.
6	Creative writing includes poetry, plays, novels etc.	Technical writing includes the documents of user guide, web pages, catalogues etc.

The term clarity and appropriateness in technical writing are described as follows:

Clarity: Clarity, refers to ease of understanding, in technical and professional writing. At the level of the whole document, structural, stylistic and contextual clarity can be implemented and it makes the article easy for the reader to get the large picture.

Appropriateness: Make the document appropriate to the goals in writing it, audience's purpose in reading it, and the specific institutional contexts in which it is written and read. A reader's knowledge or experience determines the level of comprehension of technical material, appropriateness is largely determined by audience. For example, a fact expressed in a mathematical equation may not be effective in a report addressed to a managerial audience.