**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**
2. Describe a sports event that you have seen.
3. Describe an evening on the beach.
4. Describe your experiences of being alone in a strange city.
5. Write a description of the movie you have watched recently
6. Describe a five-day camp in which you participated.
7. **NARRATIVE WRITING**
8. Narrate your experience of trekking in a forest.
9. Narrate the events of the most memorable day in your life.
10. Narrate the events of the day when you were late to class.
11. Narrate your experience of missing the bus to college and the sequence that followed to reach college.
12. Narrate a scary encounter in your life.
13. **REFLECTIVE WRITING**
14. ‘Cut-throat competition has disrupted moral values’.
15. The position of women in the present day Indian society.
16. The role of education in shaping our ways of thinking.
17. **PERSUASIVE OR ARGUMENTATIVE WRITING**
18. Mother tongue v/s English as the medium of instruction in schools.
19. Online classes v/s chalk-and –talk method of teaching.
20. Is it necessary to ban the use of cell-phones for students in colleges?
21. **COMPARATIVE WRITING**
22. Compare the nature of education in rural and urban areas.
23. Compare school life with college life.
24. Compare the lifestyle of the youth in villages and in cities.
25. Compare the advantages and disadvantages of technical and non-technical courses.
26. Compare the merits and demerits of a day school and a boarding/residential school.
27. **CAUSE AND EFFECT WRITING**
28. Why are students getting addicted to social media? What are the effects of such an addiction on student life?
29. Why are people attracted to junk food? What are its effects on health and the general well-being of human beings?
30. 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**
2. 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.
3. 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, 12th Cross, Sheshadripuram, Bangalore.
4. You are the 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 varieties of uniform cloth available in their store.
5. 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.)
6. 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.
7. **LETTERS OF COMPLAINT AND REPLIES TO LETTERS OF COMPLAINT**
8. 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.
9. 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.
10. 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.
11. 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.
12. **APPLICATION FOR A JOB AND CV**
13. 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.
14. Write a letter of application for the post of a programmer at Aztech Web Designing Studio, Borivili East, Mumbai-4. You are Mr.Shravan, House No.103, B.R. Layout, Kandivali, Mumbai-6. Enclose your CV.
15. 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**

(Question will be on product advertisement. Students have to design an advertisement and a model format is given below the sample questions.)

1. ‘Shakthi’ is launching a new water tank. Prepare an advertisement within a frame.
2. ‘Mythri’ is launching a new herbal soap. Prepare an advertisement within a frame.
3. ‘Timex’ is producing a new type of watch. Prepare an advertisement within a frame.
4. ‘Poppy’ is launching a new umbrella. Prepare an advertisement within a frame.
5. Prepare an advertisement within a frame for a newly launched cell phone.

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1. PRODUCT MANUAL-

(Examples and sample questions are given in the workbook)

1. Create a product manual for an LED TV.
2. Create a product manual for assembling a dining table set.
3. POSTER**/BROCHURE WRITING**
4. Design a brochure for an inter-collegiate cultural fest to be organised in your college.
5. Design a brochure for the inauguration of a supermarket in your town.
6. Design a brochure for a Leadership camp to be organized in your college.

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