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BEGG-173

B. A. (GENERAL)

(BAG) (CBCS)

Term-End Examination

June, 2023

**BEGG-173 : ACADEMIC WRITING AND
COMPOSITION**

Time : 3 Hours

Maximum Marks : 100

Note : *Answer all questions.*

1. Write short notes in about **100** words each on the following : 6×5=30
 - (i) With suitable examples, explain how academic writing is different from non-academic writing.
 - (ii) Describe the *three* stages of the process approach to writing.
 - (iii) What aspects should be considered while writing the introductory paragraph in an academic essay ?

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- (iv) Why is 'Citation' an essential part of academic writing ?
- (v) Explain the main features of expository writing.
- (vi) What are the elements of a business proposal ? What aspects should be considered to make a business proposal effective ?
2. Write short essays in about **200** words each on the following : 4×10=40
- (i) What are the foundational elements of critical thinking ? How can they be applied to develop good writing skills ?
- (ii) Identify any *four* disciplines covered under the stream 'Business and Professional Studies.' Discuss the general features of academic writing in such disciplines.
- (iii) With suitable examples, explain how an argumentative text differs from a persuasive text.

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(iv) What are the aspects to be considered while writing a book review ? Write a review of any book that you have read recently.

3. Write a well structured composition (in around **200** words) on the topic : 15

“Air Pollution in India : What can we as citizens do to tackle it ?”

Your essay should have a clear introductory paragraph, body and concluding paragraph.

4. (i) What are the aspects to be considered while writing the report of a meeting ? 5

(ii) The head of your department has conducted a meeting to discuss strategies to improve motivation levels and productivity of employees. Write a report of the meeting. 10