

Roll No.

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Total No. of Questions : 09

MECM (2015 & Onward) (Sem.-3)

WRITING SKILLS

Subject Code : MECM-305

Paper ID : [G1195]

Time : 3 Hrs.

Max. Marks : 60

INSTRUCTION TO CANDIDATES :

1. **SECTION-A is COMPULSORY** consisting of **TEN** questions carrying **TWO** marks each.
2. **SECTION-B** contains **FIVE** questions carrying **FIVE** marks each and students have to attempt any **FOUR** questions.
3. **SECTION-C** contains **THREE** questions carrying **TEN** marks each and students have to attempt any **TWO** questions. <http://www.punjabpapers.com>

SECTION-A

Q1). Write short notes on :

- a) Purpose of writing synopsis.
- b) Title page of synopsis.
- c) List of references.
- d) Methods of data collection.
- e) Format of synopsis.
- f) Argumentative essay.
- g) Pre-requisites for writing an essay.
- h) Format of an article.
- i) Steps for writing a newspaper article.
- j) Rules for writing summary.

SECTION-B

- Q2). Write a complete format of synopsis by giving an example.
- Q3). Describe Narrative, Descriptive and Persuasive essays.
- Q4). Write an essay on “*Travel as Discovery*”.
- Q5). What are the rules of writing a summary? Explain the qualities of a good summary.
- Q6). Write an article on “*Quality of Life*”.

SECTION-C

- Q7). Read the passage and answer the questions that follow :

Azim Premji's Convocation address at the Indian Institute of Management at Kolkata

Distinguished Director, and faculty of IIM-Calcutta, guests and my young friends, I am very happy to be with you this afternoon. Indian institute of Management-Calcutta, is one of the earliest management colleges of higher learning to be set up in the country . The pioneering spirit continues even after IIM Calcutta has transformed itself into a world class institution. Graduation is not the end but the beginning of learning and change. I have found that people who succeed most in their careers are those who can constantly transform themselves. First, you have got to have a dream. Dreams are very powerful internal motivators. Great achievements are created twice – first in the mind and then in a concrete form. Use your experience to reshape your dreams and adapt them to changing reality but do not stop dreaming. Second, stay on course even if you stumble. In fact, dreams and perseverance make a winning combination. Third, do not be afraid to admit your ignorance. While it is important to project what we are good at, we must be equally candid about areas we do not know enough about. Today, knowledge is multiplying at such a rapid rate that it is impossible for anyone to know everything. The important thing is not to hide behind a false front. People will respect you for your honesty, if not your wisdom. Fourth, think about what you will take on next rather than about what you may be letting go. Fifth, contribute in every situation. Sixth, pursue excellence in whatever you do. Seventh, while you must take your career seriously, do not take yourself too seriously. You have to laugh and find humour everyday. This will help you to keep issues in their perspective. Eighth, we must always know what we are really good at. Ninth, always welcome feedback, even if it comes in the guise of criticism. Finally, always play to win. Winning is not about making the other person lose. It is about stretching yourself to your own limits. I wish you all the best in your careers and in your lives as you step out into a new world. <http://www.punjabpapers.com>

Questions :

- a) What is the pioneering spirit that Mr. Premji talks about?
- b) What change does education bring about in college students?
- c) Why does Mr. Premji say that '*great achievements are created twice*'?
- d) How does Mr. Premji interpret winning?
- e) What do you personally learn from Mr. Premji's speech?

Q8). Summarise the following passage :

It is instructive to look at how creative ideas are generated. Some do seem to arrive as a bolt from the blue, whereas others are quite obviously the result of a considerable amount of painstaking work. Even the bolts from the blue do not arrive fully formed in your head with no effort. Have you ever noticed how you push really hard for a breakthrough in a particular area and have no success, until someone after you had given up? The fact is you never stopped working on the issue. You may have consciously moved on to other things, but the final idea came about as a result of the work that your subconscious was doing in the background. It is often a useful technique to research a particular area and then leave it for a week before going further. This will allow your subconscious the opportunity to structure your thoughts and to work on interesting, unusual approaches. If your objective is to generate creative ideas, there are a number of approaches open to you. The first is to sit and think. The second approach is to cram into your head all of the data that you might need to address the problem and then leave it alone. You are likely to have further thoughts as a result of the work your subconscious does. This approach is pretty hit and miss for most of us. The third approach is the structured one. That is to work with a technique or range of techniques aimed at improving your ability to generate ideas. This is often the most effective approach as you work more and more at generating ideas and creative solutions to problems, you will find that you become more effective even without resorting to formal techniques. Eventually, like the master carpenter who no longer has to think of his interaction with the wood he shapes, you will not need to think of removing obstacles; the techniques will become internalised and a part of the way you think. Creativity is like any other skill, the more you use it, the better you get. <http://www.punjabpapers.com>

Q9). Write an essay on the '*Purpose of Education*', which answers the following questions :

- a) What is the purpose of education?
- b) How does education prepare you for your job and your life?
- c) What do you expect from a professional college education?
- d) How do you think you can attain the required skills for a job?
- e) What is meant by employability?