



UTTARAKHAND OPEN UNIVERSITY, HALDWANI (NAINITAL)

Programme Name: B.A.

Programme Code: B.A. 17

Course Name: Advanced Reading and Writing Skills

Course Code: BAEL 102

Maximum Marks: 20

Session: 2019-20

Last Date of Submission: 15 April 2020 (Summer)

15 October 2020 (Winter)

Section A

Section 'A' contains 08 short answer type questions of 2.5 marks each. The learners are required to answers only 04 questions.

1. Write a note on Irony.
2. Imagine you have to advise your sister about how to conduct herself in life. What are the five essential things that you will say?
3. Imagine that you are the technical assistant of Uttarakhand Testing Laboratories. You are sending an email to the office of Uttarakhand Chemicals, which is a new company is set up in the Special Economic Zone. You wish to know more about the company and their products. Ask them to send their literature and promotional material, if any. Also ask for a price list of their products and how they would like to be paid.
4. Write a note on Phrasal Verbs.
5. Differentiate between Paradox and Antithesis
6. Expand the following idea, "To spare the rod is to spoil the child."
7. Write a note on Imagery.
8. Write a note on Argumentative essays.

Section-B

Section 'B' contains 04 long answer-type questions of 05 marks each. The learners are required to answers only 02 questions.

1. Gurukul Education Group, Dehradun, wants to start an engineering college in Nainital. However, before going for the final move, they want to hold a general body meeting and discuss the various issues that might

emerge during the course of the venture. Supposing yourself as Secretary, draft the Minutes of the meeting. Invent necessary details.

2. Write an essay on any one of the following topics:

(a) The advantages and disadvantages of Information Technology.

OR

(b) How I spent my last year's summer vacation with my family.

3. As sales manager of Bajaj Electricals, write a sales letter to promote the new quality brand mixer and grinder that has been launched by Bajaj Electricals recently. The mixer and grinder has an inbuilt switch device which helps in saving electricity. Focus on this new feature in your sales letter.

4. Recently there was a strike in Print & Press Company, Jagdalpur. The management has to send you to study the causes of the strike and suggest possible remedies. Write a short report in the form of a letter. Invent essential details.

