



'समानो मन्त्रः समितिः समानी'

**UNIVERSITY OF NORTH BENGAL**

B.A. Programme 4th Semester Examination, 2023

**LCC2-P2-ENGLISH (PAPER-II)**

**PROFESSIONAL WRITING SKILL**

Time Allotted: 2 Hours

Full Marks: 60

*The figures in the margin indicate full marks.*

**Answer any six of the following questions**

10×6 = 60

1. Write an editorial on the necessity of plastic ban.
2. Write an editorial on child labour in India in recent times.
3. You are the student editor of your college magazine. Draft a notice for your college notice board inviting articles from students of all semesters.
4. Suppose you are the Secretary of your housing society. Write a notice informing the residents that Water Supply will be suspended for eight hours (10 am to 6 pm) on 6<sup>th</sup> of April for cleaning of the water tank.
5. While walking in a park in your neighbourhood you found a small bag containing some documents. Write a notice to be put on the park notice board asking the owner to identify and collect it from you.
6. You are the Principal of a local college. Draft an advertisement for publication in the local daily announcing admission in undergraduate courses.
7. You are a house owner and wish to let out your newly built house. Draft an advertisement for publication in the 'To let' column of an English newspaper giving all necessary details.
8. Write a report as the co-ordinator of the Nature Club of your college on the two day Himalayan clean-up campaign.
9. Your college has recently organized a blood donation camp. Write a report as the co-ordinator of the NSS Unit of your college.
10. Write a report on the annual programme organized by your College.
11. A company has advertised for the position of data entry operator in an English newspaper. Write a C.V. applying for the same.
12. Write a detailed resume for the post of an assistant manager in a tea estate.

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