

3/AEC-221 Syllabus-2023

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(December)

FYUP : 3rd Semester Examination

ABILITY ENHANCEMENT COURSE

(Introduction to Academic Writing)

(Commerce)

AEC-221

Credit—2

Marks : 38

Time : 1½ hours

*The figures in the margin indicate full marks
for the questions*

SECTION—I

1. Answer any *three* of the following questions :

4×3=12

- (a) Define academic writing briefly.
- (b) Discuss AI as a fact of academic writing.
- (c) Discuss the importance of PowerPoint presentation.

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- (d) What is a thesis statement? How can a strong thesis statement be written?
- (e) Discuss how objectivity can be achieved in an academic essay.

SECTION—II

2. Answer any *one* of the following questions : 6

- (a) You have to record the minutes of a meeting in your institution regarding the start of the new semester. Draft the minutes of the meeting and include all the components.
- (b) Draft a circular informing customers of the opening of a new SBI branch in the city's commercial hub.
- (c) You are the manager of a food catering company. Draft a notice informing your colleagues of an upcoming training programme organized by the company for all its employees.

(3)

SECTION—III

3. Answer any *two* of the following questions :

10×2=20

(a) What were the challenges that JRD Tata faced when he tried to establish India's first airline?

(b) Who founded Apple and when? What was the original concept for Apple?

5+5=10

(c) What message does the poem, *Doors of the Forest* convey about the relationship between humans and nature?

(d) Discuss Vandana Shiva's concept of 'seed banks'.
