

Department of Computer science

Academic year 2025-26

Programme: BCA- DS/GEN	Year & Semester: 2025 & 3 rd SEM
Course Name: ECC	Course Code: AEC-103-V
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Unit I

Short answer questions

Q.N.	Question	KL
1	Define subject–verb agreement.	KL/1
2	What is sentence correction?	KL/2
3	What are idioms?	KL/2
4	Define a paragraph.	KL/1
5	Mention any four figures of speech.	KL/2

Long answer questions

Q.N.	Question	KL
1	Explain subject–verb agreement with suitable examples.	KL/2
2	Discuss different types of sentence errors and methods of sentence correction.	KL/2
3	Explain tense and verb usage in formal and technical writing.	KL/2
4	Describe the types & characteristics of a good paragraph with examples.	KL/2
5	Explain idioms and proverbs and their role in effective communication.	KL/2
6	Discuss literary tropes and figures of speech with examples.	KL/2

Unit II

Short answer questions

Q.N.	Question	KL
1	Expand SPSE and IMRD.	KL/2
2	Define memo.	KL/1
3	What is agenda?	KL/2
4	What is normalization in report writing?	KL/2
5	What is a case study method?	KL/2

Long answer questions

Q.N.	Question	KL
1	Explain the structure of a technical report.	KL/2
2	Describe IMRD structure in detail.	KL/2
3	Discuss different types of reports and their purposes.	KL/2
4	Explain the structure of a long formal report.	KL/2
5	Write detailed notes on memos, agenda, and minutes of meetings (MoM).	KL/2
6	Explain business letters, quotation letters, and placing orders.	KL/2

Unit III

Short answer questions

Q.N.	Question	KL
1	What is an essay?	KL/2
2	What is synopsis writing?	KL/2
3	Define hedging.	KL/1
4	What is nominalization?	KL/2
5	What is proposal writing?	KL/2

Long answer questions

Q.N.	Question	KL
1	Explain different types of essays with examples.	KL/2
2	Explain expository, narrative, and descriptive essays.	KL/2
3	Discuss the process of drafting proposals.	KL/2
4	Explain synopsis writing and its importance.	KL/2
5	Discuss hedging and nominalization in proposal writing.	KL/2

Unit IV

Short answer questions

Q.N.	Question	KL
1	Define proposal presentation.	KL/1
2	What are visual aids?	KL/2
3	What is persuasive communication?	KL/2
4	Mention two qualities of a good presenter.	KL/2
5	What is audience analysis?	KL/2

Long answer questions

Q.N.	Question	KL
1	Explain the steps involved in drafting a proposal.	KL/2
2	Explain persuasive techniques used in proposal presentations.	KL/2
3	Describe the role of visual aids in proposal presentations.	KL/2
4	Discuss common mistakes in proposal drafting and presentation.	KL/2
5	Explain the importance of confidence and clarity in proposal presentations.	KL/2

Unit V

Short answer questions

Q.N.	Question	KL
1	What is a proposal?	KL/2
2	Define drafting of proposals.	KL/1
3	What is a solicited proposal?	KL/2
4	What is an unsolicited proposal?	KL/2
5	What is an internal proposal?	KL/2

Long answer questions

Q.N.	Question	KL
1	Explain the meaning and importance of drafting proposals in corporate communication.	KL/2
2	Discuss the different types of proposals with suitable examples.	KL/2
3	Describe the structure and components of an effective proposal.	KL/2
4	Explain the process of presenting a proposal effectively before an audience.	KL/2
5	Discuss the differences between solicited and unsolicited proposals.	KL/2