

**PRABHAT KUMAR COLLEGE, CONTAI**  
*Department of English*  
**Periodical Test for Internal Assessment : 2019-20**

- *Mention all details at the top of the answersheet in the format already provided.*
- *Word Limit for answers : 250 - 300 words.*
- *Write the answers of different courses in different scripts.*
- *Make separate PDF files for different courses (Do not merge/combine files of different courses).*
- *Attach the files of all courses in one E-mail and send it to – [englishdept.pkc@gmail.com](mailto:englishdept.pkc@gmail.com).*

**Class : B.A. GENERAL : SEMESTER -IV**  
**COURSE – DSC(1/2) D :: Subject - ENGLISH**

**1. Attempt any one of the following:-**

- f) What are the main features of academic writing?
- g) What are main rules and conventions of academic writing?
- h) What are the main differences between summarizing and paraphrasing ?
- i) What is editing? What are the five rules which should be followed while editing?
- j) How do you write a media review ? What is the review of a book ?

**COURSE – SEC – 2 :: Subject - ENGLISH**

**1. Attempt any one of the following:-**

- a) What is the difference between formal and informal writing?
- b) Define communication.
- c) What are the distinct features of speech and writing?
- d) Write a note on transitional paragraph.
- e) What is memorandum?

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