

## ENG AECC 104 AECC-2 Writing Skills

4 Credits

(Max. Marks: 30)

**NOTE:** Attempt any six questions choosing three question each from A1, A2 section in about 250 words. Each question carries 5 marks. A sample of the title page is also attached.

### Assignment 1

**Total Marks: 15**

**Note:** Attempt **any three** of the following questions. Each question carries **5 marks**. Answers should be in **approximately 250 words**. Only **handwritten assignments** will be evaluated.

1. What is Diary Writing?
2. What do you bear in mind to write a diary entry?
3. Describe the structure of a good paragraph.
4. What are the various types of paragraphs?
5. How is Summary/Note Making different from Précis writing?

### Assignment 2

**Total Marks: 15**

**Note:** Attempt **any three** of the following questions. Each question carries **5 marks**. Answers should be in **approximately 250 words**. Only **handwritten assignments** will be evaluated.

6. Distinguish between Formal and Informal Letter Writing.
7. Is there any distinction between a Resume, Bio-data, and a CV?
8. What is a cover letter?
9. What is report writing? What are various types of reports?
10. How is a notice written?

# **Himachal Pradesh University, Summer Hill, Shimla**

## **Centre for Distance and Online Learning**

**B.A. / B.Com. – Semester \_\_\_\_\_**

**Session: .....**

**Assignment Subject: .....**

**Course Code: .....**

**Assignment No.: .....**

**Submitted by:**

**Name:.....**

**Registration No.:.....**

**Roll No.:.....**

**Address:.....**

.....

.....

**Email ID:.....**

**Contact No.:.....**

**Date:.....**

**Signature:.....**

**Submitted to:.....**