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If you have a medical problem that requires a special diet, make sure you ask for help from your family doctor or a nutritionist. It is not advisable to do it on your own.

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Total No. of Questions : 4]

[Total No. of Printed Pages : 8

Course Code <b>CCS - 03</b>
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**Term End Examination – December, 2019**

WRITING SKILLS

Certificate in Communication Skills (CCS)

*Time* : 3 hours

*Full Marks* : 100

*The figures in the right-hand margin indicate marks*

Answer **all** Groups as directed

Group—A

1. Answer the following questions in  
1 word or 1 sentence : 1×10=10
  - (a) Why is it necessary to identify the subject?
  - (b) What is Essay Map?
  - (c) Why is descriptive discourse called a kind of picture-making?
  - (d) What are the two directions of reasoning?
  - (e) Why do we revise the first draft of a piece of writing?

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- (f) How do we use classification for developing the topic of a paragraph?
- (g) Why do we use a dictionary?
- (h) How is the message presented in the indirect style?
- (i) What should a formal letter be like?
- (j) What are the three parts of a lecture?

Group—B

2. Answer *any four* of the following questions in about 100 words each :

5×4=20

- (a) What is paragraph?
- (b) What do you mean by reading with a purpose?
- (c) How is the mind map useful to us in writing?
- (d) What do you mean by argumentative discourse?
- (e) How do we analyze paragraphs?
- (f) Explain intensive reading with examples.

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on food before you buy it. If you need help understanding the labels, ask your doctor or a nutritionist to explain them.

Most diets are designed to make you lose a great deal of weight in the beginning. This is to encourage you. In actual fact, what you lose is mostly water and muscle. The water comes right back when you eat salty or processed food again. Losing weight is an uphill task and also takes time. So try not to get discouraged. Your effort will be worth it.

The key is to keep trying to eat the right food. The following are a few suggestions to help you change your diet. Make small, slow changes. Then, it will be easier to make the changes a part of your everyday life. For every few days, write down what you eat and drink that day. Use this record to help you see if you need to eat more from any food group such as fruits, vegetables or low-fat dairy products.

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Equally important, you have to start exercising or exercise more often. Most people who lose weight and keep it off do three things. First, they find out why they are overweight. Second, they follow a healthy eating plan. Third, they exercise regularly.

A new diet may help you lose weight for a little while. However, the weight often comes back unless you find new ways to deal with the problems that are leading to your weight gain. This may mean learning new ways to handle stress, finding ways to feel less lonely or talking with a counselor about your feelings. You should follow a healthy diet that you like and that you can follow. The diet should be low in fats and sugar but high in fiber. Your doctor or a nutritionist can give you advice on what kinds of food are healthy choices. Remember to watch portion sizes. A healthy portion of meat is the size of a deck of cards. A healthy portion of rice or pasta is about the size of your fist. Read the nutrition labels

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Group—C

3. Answer *any four* of the following questions in about 200 words each :

10×4=40

- (a) How can we make the conclusion of a piece of writing impressive?
- (b) What should we include while writing notices for meetings?
- (c) How is the SQ3R approach suitable as a strategy for enhancing study skills?
- (d) Odisha State Open University has advertised for different vacancies. You want to apply for one of them. Write an application to the Registrar of the University seeking more information about the post that you are planning to apply for.
- (e) You and your family spent a vacation with some relatives in Kolkata during the last summer vacation. Write a letter to them letter thanking for all that they did for you and the good time you had.

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- (f) Write a paragraph on *any one* of the following :
- (i) Need for including Yoga in the curriculum
  - (ii) Hazards of excessive use of Mobiles
  - (iii) Women in politics
  - (iv) Problem of unemployment in India.

Group—D

4. Answer *any two* of the following questions in about 300 words each :

15×2=30

- (a) What are the four sentence functions in paragraph development? Discuss.
- (b) What are the different styles that we use in news announcements? Why do we vary the styles?
- (c) Read the following passage and make notes of it :

Being overweight makes many of us unhappy. There may be many reasons for our weight problem.

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Weight problems often run in the family. It could be a case of us overeating to make ourselves feel better when we are sad, stressed or lonely.

The issue of weight loss is a tricky one. A lot of people are unhappy with their present weight, but most are not sure how to change it. You may want to look like the models or actors in magazines and on television but those goals might not be healthy or realistic for you.

Weight management is about long-term success. People who lose weight quickly by crash dieting or other extreme measures usually gain back all, if not more, of the pounds they lost because they have not permanently changed their habits. Therefore, the best weight management strategies are those that you can maintain for a lifetime. This means that if you want to lose weight and keep it off, you have to change much more than just what you eat. You have to change how and when you eat.