

Maulana Azad National Urdu University

Programme: **PG**

IV Semester Examination, April/May 2024

Course Code: **PGEN401GET**

Paper Title: **Academic Writing, Research and Communication**

Time: **3 Hours**

Total Marks: **70**

Note : This question paper consists of (3) parts : Part – A, Part-B and Part-C. Number of words to answer each question is only indicative. Attempt all parts.

Part–A contains (10) compulsory questions of multiple choice/fill in the blank/very short answer type question. Answer all questions. Each question carries (1) mark. **(10x1=10-Marks)**

Part-B contains (8) questions of which students are supposed to answer (5) questions. Answer each question in approximately 200 words. Each question carries 06 marks. **(5x6=30 Marks)**

Part-C contains (5) questions of which students are supposed to answer (3) questions. Answer each question approximately 500 words. Each question carries (10) marks. **(3x10=30 Marks)**

Part-A

1. Answer the following in one word or one sentence.

- i. Give one example of academic writing.
- ii. Define research.
- iii. What is a viva-voce?
- iv. Mention one feature of academic writing.
- v. What is meant by proofreading?
- vi. Distinguish between bibliography and references.
- vii. Give the full form of MLA in MLA Documentation style.
- viii. Write one example of non-verbal communication.
- ix. What does APA stand for in APA Documentation Style?
- x. Define group discussion.

Part-B

2. Discuss any five different types of research.
3. Write a note on Plagiarism.
4. Explain the different stages involved in the writing process.
5. Elaborate on any five features of academic writing.
6. Analyse the criteria used to evaluate the sources for research.
7. Compare and contrast a summary and a paraphrase.
8. Illustrate APA or MLA style for a quote with in-text citation and its reference/work cited entry, with one example (quote and source).
9. Write some tips to make effective PowerPoint Slides.

Part-C

10. Discuss the different types of communication in detail.
11. Compose an essay the role of technology in education.
12. Explain the various sections of a research paper.
13. Enlist some strategies for effective public speaking.
14. Elaborate on the tips for a successful performance in a Group Discussion.