

Maulana Azad National Urdu University

Programme: UG

IV Semester Examination, April/May, 2026

Course Title: **Writing Skills**

Course Code: **BNEN401AET**

Time: **2 Hours**

Total Marks: **35**

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

Part–A contains (5) compulsory questions of multiple choice/fill in the blank/very short answer type question. Answer all questions. Each question carries (1) mark. **(5x1=5-marks)**

Part-B contains (8) questions, of which students are supposed to answer (5) questions. Answer each question in approximately 100 words. Each question carries (4) marks. **(5x4=20 marks)**

Part-C contains (2) questions, of which students are supposed to answer (1) question. Answer each question in approximately 250 words. Each question carries (10) marks. **(1x10=10 marks)**

Part-A

1. Answer all the following questions:

- i. The main idea of a paragraph is usually expressed in the:
 - a. Conclusion
 - b. Topic sentence
 - c. Transition
 - d. Example
- ii. Using someone else's work without acknowledgement is called _____.
- iii. Identify the correct sentence:
 - a. He don't like coffee
 - b. He doesn't likes coffee
 - c. He doesn't like coffee
 - d. He not like coffee
- iv. The process of generating ideas before writing is called _____.
- v. Which of the following is NOT a feature of formal writing?
 - a. Use of slang
 - b. Clear structure
 - c. Polite tone
 - d. Proper grammar

Part-B

2. Explain in detail the structure of a short essay.
3. What is plagiarism? How can it be avoided?
4. Explain the key characteristics of descriptive writing with examples.
5. Discuss in detail the various stages of the writing process, from brainstorming to proofreading.
6. Explain the different types of sentences with examples.
7. What is report writing? Mention its basic features.
8. Why is revising considered an essential stage in the writing process?
9. Explain the importance of supporting ideas in a paragraph.

Part-C

10. Write an email to the Head of the Department requesting leave for two days to attend an academic conference. Include relevant details and maintain a formal tone.
11. Write a descriptive essay about your university. You may describe the campus, classrooms, library and overall learning experience.
