



EASWARI ENGINEERING COLLEGE
DEPARTMENT OF MANAGEMENT STUDIES



BA 7108 – WRITTEN COMMUNICATION

Question Bank

PART A

1. Define Email
2. What is a journal?
3. What is a Survey report?
4. What are the characteristics of Greeting cards?
5. What are the features of an SMS
6. What is Consoling?
7. What is meant by journal writing?
8. What is invitation?
9. What is the formal way of an invite?
10. What is the tone of a formal letter? How is it achieved in a formal letter? Give two examples?
11. Write short notes on cohesion and coherence in writing.
12. Define Communication.
13. Why is feedback essential for communication?
14. What are the characteristics of oral presentation?
15. Differentiate oral and written presentation skills.
16. Define Communication.
17. Why is feedback essential for communication?
18. Explain briefly the role of attitude in effective communication.
19. Briefly explain the importance of body language in face to face communication.
20. Write an SMS inviting your friend for your birthday party.
21. What is a Blog?
22. What is a Tweet?

23. What is a Book review?
24. What is Gender sensitivity?
25. How will you post a comment?
26. Define cross culture
27. What is a film review?
28. Define survey report.
29. What is the need for gender sensitive communication?
30. What is grapevine?
31. What are the key functions of communication?
32. What are the four zones of the interpersonal space?
33. What is the need for effective listening?
34. What is non-discriminatory language?
35. How will you post a comment in a blog?
36. Who are adopters?
37. Who are illustrators?
38. Who are regulators?
39. What is gender neutral?
40. What is a gender bias?
41. Describe report.
42. What meant by minutes?
43. What is a memo?
44. What is a resume?
45. What is an enquiry?
46. What is a Complaint letter?
47. Define application.
48. What is an Annual report?
49. What is Proposal?
50. What is meant by presentations?
51. Describe Interview.

52. Define profile of institutions
53. What are the characteristics of an institution profile?
54. What are Speeches?
55. What is Summarizing?
56. What is a summary?
57. Write about thesis
58. What is an abstract?
59. What is a Dissertation?
60. List out strategies for writing.
61. What is documentation?
62. What is a bibliography?
63. What is a Questionnaire?
64. What is a journal?
65. What is an abstract?
66. What is a dissertation?
67. What are the qualities of research writing?
68. Define a chart.
69. Define table and chart.
70. What is data analysis?
71. List out techniques of writing.
72. Define Questionnaire and its types.
73. What are the types of newsletters?
74. What do you mean by data analysis?
75. What are the various advantages of notice board?
76. Differentiate schedule from questionnaire.
77. Why abstract should be concise?
78. Define the two types of data analysis approach.
79. What are the things to be highlighted while writing for children?
80. Write down steps in developing a questionnaire.

81. What is magazine?
82. What are Newsletters?
83. Write about Notice board.
84. What is a Travelogue?
85. Define Translation
86. What is a Thesaurus?
87. What is a case study?
88. List out the features of publication.
89. Write about short stories.
90. Give examples of magazines containing writings for children?
91. List out the techniques of writing.
92. Define referencing.
93. Explain dichotomous question with an example.
94. What are the types of newsletters?
95. Differentiate schedule from questionnaire.
96. Write a short note on questionnaire.
97. What do you understand by abstract?
98. Why documentation is important?
99. What are the two types of referencing format?
100. Explain the concept of thesis.

PART B

1. Draft a journal entry about an experience of meeting a child trying to support her family with after school work in the beach or any other place.
2. Write a personal letter of congratulation to a friend who got admission to an MBA program in a prestigious college.
3. Write down the features of an SMS
4. Explain about journal writing.
5. Prepare content for greeting card for friend's wedding anniversary.

6. Write a letter accepting to attend the handover ceremony of the president of pensioners association.
7. Write a letter declining to attend the birthday function of your manager who invited you to attend on next week.
8. Explain consoling and its process.
9. Write a console letter to friend for his/her loss of new car which was purchased recently.
10. Write down the reasons for greeting card communication.
11. Explain various culture dimensions.
12. Give a detail note on gender sensitivity.
13. Write a blog entry with a review of a book that you read recently.
14. Explain how cross cultural communication is an integral part everybody's communication training today.
15. Write about Gendered noun and Gender-Neutral Nouns.
16. Write about tweets. Explain the advantages of tweet.
17. Write a film review of latest release.
18. Write about film review and process involved in it.
19. Explain blogspot and the steps involved in creating a blog.
20. Explain about social media and the process of posting comments.
21. What are the advantages and disadvantages of E-Mail? Explain.
22. Explain the various elements in the structure of the memorandum. List out its types
23. What are the components of a good resume? Explain with example.
24. What are the various key elements in a complaint letter? Give an example format for complaint letter format.
25. What are the objectives of a application letter? Give an example for covering letter format.
26. Prepare a profile for any institution of your interest.
27. Write a survey report for the survey conducted by the government of India on literacy rate.

28. Explain the elements of a status report and annual report format
29. What are the various strategies for good speaking? How will you plan for delivering a good speech to audience?
30. How will you respond to an enquiry letter? Explain with an example
31. What do you understand by research writing? State the characteristics and benefits of research writing.
32. Enlist the guidelines for developing questionnaires. What are the advantages and disadvantages of questionnaire?
33. Illustrate the methods of writing abstracts. What are the key issues in preparing abstracts?
34. Explain the structure of dissertation.
35. What are elements of short story? Complete the following short story – An environmentalist walking on the road side in the month of May feels so sunny
36. Write a detailed note on data analysis tools/techniques (table, chart and graph)?
37. Draft a questionnaire of eight points for collecting data about consumer behavior with regard to the use of laptops among college students.
38. Write a four page proposal for installing a high capacity generator to meet the emerging demands of power supply in your company.
39. Explain documentation and its types.
40. Explain about qualities of writing in detail.
41. Explain the concept of notice boards and state its advantages.
42. What are the twelve parts of newsletter layout?
43. State the objectives of travelogue. Describe the guidelines to be followed for writing a travelogue.
44. What are the various stages in writing for children? Give its advantages.
45. Explain the characteristics of media writing and explain the important elements included in the contents of a newspaper
46. Prepare a case study about an employee who feels distributed at work because of the new promotion policy announced by your company.

47. Write a two page motivational story for fresh recruits in your company.
48. Explain the features for publication
49. Explain case studies and its classifications.
50. Write about various techniques of writing and its types.