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# **WRITING AND STUDY SKILLS**

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PUBLICATIONS**

*(Publishers of Educational Books)*

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# QUESTION PAPER

June – 2024

(Solved)

## WRITING AND STUDY SKILLS

**B.E.G.S.-183**

**Time: 2 Hours ]**

**[ Maximum Marks: 50**

**Note:** All questions are compulsory.

**Q. 1. Answer any three of the following:**

**(a) What do you understand by the term “Synthesising”? How does “Synthesising” become an important step in the writing process?**

**Ans. Ref.:** See Chapter-1, Page No. 1, ‘Synthesizing’ and Page No. 4, ‘Synthesizing as a Writing Strategy’.

**(b) Why is it important to edit/proofread your writing?**

**Ans. Ref.:** See Chapter-4, Page No. 45, ‘Editing and Proofreading’.

**(c) What strategies can help you to make a piece of argumentative writing most effective?**

**Ans. Ref.:** See Chapter-6, Page No. 77, ‘Argumentative Composition’.

**(d) How can a tree diagram be used to organise and present information? Give an example.**

**Ans. Ref.:** See Chapter-10, Page No. 131, ‘Tree Diagrams’ and Page No. 132, Q. No. 2.

**Q. 2. Answer any one of the following:**

**(a) What are the strategies you would adopt to be a “critical reader”?**

**Ans. Ref.:** See Chapter-1, Page No. 2, Q. No. 1.

**Or**

**(b) What are the three major types of study skills? Explain how they can help us to become better learners.**

**Ans. Ref.:** See Chapter-8, Page No. 105, ‘What are Study Skills?’

**Q. 3. Write a well-structured composition (with a clear beginning, body and conclusion) on the following topic:**

**“Creating awareness among school children about the importance of extracurricular activities.”**

**Ans.** Extracurricular activities like games, dance, music, as well as arts and environmental education related activities are necessary along with academics for the overall development of students at the school.

The students who take part in extracurricular activities are physically strong, active and smart. Also, their personal development and communication skills are also great. Students learn to interact, communicate and develop social skills as they engage in extracurricular activities. Here is how extracurricular activities along with academic at schools help students in their development.

**Sports:** This is the best stress buster for students and a valid excuse for a break from studies. It improves their physical as well as mental strength. Students who are physically active also score good marks in academic as they pay attention to their studies at school as well as at home. All factors which hamper studies such as laziness, stress and absent mindedness are driven away from kids who are engaged in physical games.

**Music:** Music has great healing power as it relieves students of any stress or pressure for studies. It soothes their mind and students feel fresh to start their studies again. Music also improves their learning and concentration skills. They learn patience, coordination and cooperation while practising music.

**Dance:** Dance is another physical stress buster that refreshes students. Dance also improves strength in students, keeps them healthy, flexible and active. Also, if they excel in various dance forms then they can get many opportunities to show their talent and even make a career in this.

**Group Discussion:** Students are divided into teams and pitched for discussion through debates, essay, recitation competition etc. This helps the students to develop communication skills, extend their knowledge as they get other outlook, thoughts and ideas too. Also, they develop public speaking skills and are more open to interact with people around them.

**Art and Crafts:** From an early stage students are taught art and crafts at school. They are trained in various types of arts like drawing, sketching, paper craft,

woodcraft, designing/embroidery, sculptures, painting etc. These art and craft activities help students improve their imagination skills, their creative skills and they learn to express their thoughts more openly. Students who do arts and crafts do not find difficulty in learning as their patience and mental skill is strong.

**Environment Projects:** There are many environment cleanliness projects, resource conservation/sustainable development project which schools can teach their students. Also, such learning helps students think about the environment and they take it seriously and help implement measures to help the environment. Such measures include plantation, cleanliness drives at schools and their surroundings. Also, the government recognises students for their initiatives towards the environment and reward them. Students can also pursue their further education in environment protection specialisation.

Extracurricular activities are activities that students participate in outside of class, such as in the arts, athletics, or personal commitments. They are considered part of a well-rounded education because they can help students apply academic skills in a real-world context, reinforce classroom lessons, and explore their interests. Extracurricular activities can also help students develop skills that can benefit them in college and their future careers.

**Q. 4. Write a formal letter to the senior manager of a leading company in your town/city applying for the position of an analyst.**

**Ans.** HSB Tech Support  
3rd Floor, Great Indian Mall  
Noida

Respected Sir,

As an accomplished Business Analyst and long-time admirer of your company, I was thrilled to see an opening for a Business Analyst position. With my background in data analytics and implementing IT solutions, I'm confident I can help HSB Tech Support achieve its goals.

In my previous role at Star Technology, I evaluated our business processes and implemented solutions that improved our work. My biggest wins include restructuring our communication portal to improve employee satisfaction by 45% and leading the automation of our sales process to increase efficiency and boost revenues.

I am experienced in everything from modernizing systems to liaising with stakeholders. I'm committed to the work I do because I love helping businesses improve. If given the opportunity to join the HSB Tech Support

team, I would ensure that I optimize your processes and position you to thrive in the future.

I'm looking forward to bringing my business management and data analysis skills to HSB Tech Support. I have attached my resume so you can learn more about my qualifications. Feel free to contact me through email or phone. Thank you for your time and consideration.

Sincerely,  
Rohit Kumar

**Q. 5. The student council in your college has conducted a meeting to discuss the implications of the National Education Policy (2020). Write a report of the meeting.**

**Ans. Report of the Meeting**

Professor Vats started with an overview of the background of the National Education Policy, reviewing the first two education policies of the Government of India. The first National Policy on Education announced in 1968 was based on the report by the National Education Commission chaired by D.S Kothari, the then Chairman of the University Grants Commission. The NEP 1968 recommended many guidelines such as the revision of the pay scale for teachers; increasing the spending on education to six per cent of the GDP. The National Policy on Education of 1986 was responsible for encouraging the privatization of technical and management education. It also gave AICTE regulatory powers to accredit engineering and technical institutions. While the increased number of technical institutions improved access to technical education in the country, the exponential growth resulted in inconsistencies in maintaining the quality of technical education and higher education in general. Professor Vats explained that NEP 2020 was formulated with extensive discussions and consultations with the stakeholders; reviewing the major challenges in the higher education sector in India and suggesting solutions to solve some of the problems from the past. Dr Krishnaswamy Kasturirangan led the drafting committee on NEP 2020.

Professor Vats reviewed some of the aspects of the Indian education system that required reform through the NEP 2020:

- A fragmented higher education system that lacked the seamless interlinking between the primary, secondary and tertiary education system and was segregated with too many administrative boundaries.
- Lack of autonomy of private educational institutions due to the importance given to regulations.

# Sample Preview of The Chapter

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# WRITING AND STUDY SKILLS

## BLOCK-I : IMPROVING THE BASICS

### Developing Critical, Analytical and Interpretive Thinking Skills



#### INTRODUCTION

Thinking critically refers to the ability to analyse, interpret and evaluate various ideas. Take for example, if two persons are arguing about flattening the curve of the spread of Covid19 and they have various suggestions. They have statistics, views of experts and hypothetical situations that may emerge, but their arguments contradict the figures and arguments of other experts. In that situation, we need to be a critical thinker which means we have to take considered decisions. We need to think intelligently about the issue. We have to analyse all the beliefs and evaluate them by looking at the reasons. We have to examine opinions closely and in-depth before we accept them. In other words, we have to be a reflective thinker. In this chapter, we will study about some thinking tools which will make you a better writer, reader and thinker. These tools will help us become a more reflective person. We will have the capacity to self-question and dispassionately analyse, synthesize and interpret different kinds of material available and which we can use in our writings.

#### CHAPTER AT A GLANCE

##### THINKING CRITICALLY AS A WRITER, READER AND TROUBLESHOOTER

Before we write anything, we should think critically in the following ways:

- (i) **As a Critical Thinker:** It means we have to think critically about all the information we have collated from different sources including internet, books and journals.
- (ii) **As a Critical Listener:** It means we have to be a critical listener as we hear about experiences, beliefs and ideas of other people.

##### Strategies for Reading Critically

Reading and listening are essential before we write. For effective writing, we need to be a thoughtful reader.

A thoughtful reader means a reader who is mindful of inferring, interpreting, analysing and evaluating the ideas in the text. The reader needs to adopt different strategies for reading different types of texts. In critical reading, the reader has to understand the text on its own terms and critically questions the ideas and language in that. The critical reading strategies, adapted from Axelrod and Cooper, are given below:

**Annotating:** It means recording or taking notes of our reactions, interpretation and questions as we read the given text.

**Taking Inventory:** It refers to listing and categorizing the annotations or note to find meaningful patterns in them. For this, we have to look for repetitions such as recurring images, stylistic features like repeated words or phrases, repeated examples or illustrations. We may get some meanings in these patterns.

**Outlining:** It implies listing the main ideas or the gist of the text and important supporting details given in the text.

**Summarizing:** It means extracting the key ideas or gist of the text.

**Synthesizing:** It implies integrating our own ideas with the information inferred from other sources.

**Contextualizing:** It means placing the text in its historical and cultural context and to see whether it is useful or relevant in our context.

**Explaining the Significance of Figurative Language:** It means examining how metaphors, similes, personification and other literary devices have been used in the text with an intent to convey different meanings and evoke feelings in the reader.

**Reflecting on Challenges to Our Beliefs and Value:** It means thinking about our own ideas and belief system in the context of the contradictory information given in the text. We do not have to outrightly reject the contradictory information.



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**Evaluating the Topic of An Argument:** It refers to understanding whether the arguments in the text is well reasoned and adequately backed by facts.

**Recognizing Emotional Manipulation:** It means knowing whether the text is unfairly manipulating us, based on exaggerated or false views.

**Judging the Writer's Credibility:** It implies identifying whether the writer represents different points of view and has satisfactory information on the topic or subject s/he has written.

These strategies would help in the writing process and make us a reflective writer with a vision and with considered and rational opinions. We can similar strategies when we are listening to a lecture.

**CHECK YOUR PROGRESS-1**

**Q. 1. What are the strategies that you use to be a critical reader?**

**Ans. The strategies that we use to be a critical reader are:**

- (i) **Annotating:** It refers to recording or taking notes of our reactions, interpretation and questions that we raise while reading.
- (ii) **Taking Inventory:** It means listing and categorizing the annotations to get meaningful patterns. We need to look for repetitions like recurring images, stylistic features such as repeated words or phrases, repeated illustrations or examples. Some meanings may emerge in the patterns.
- (iii) **Outlining:** It means listing the main ideas or the gist and important supporting details in the text.
- (iv) **Summarizing:** It is extracting the main ideas or gist of the text concerned.
- (v) **Synthesizing:** It means integrating our own ideas with the information collected from other sources.
- (vi) **Contextualizing:** It is placing the text in its historical and cultural context and to check whether it is useful.
- (vii) **Explaining the significance of figurative language:** Here, we will examine different figurative devices like metaphors, similes and personification in the text.
- (viii) **Reflecting on challenges to our beliefs and value:** We have to think about our own ideas and belief system in the context of the contradictory information used in the text. We should not reject the contradictory information without understanding them.

(ix) **Evaluating the topic of an argument:** It is understanding whether the arguments in the text is well reasoned and adequately supported by facts and figures.

(x) **Recognizing emotional manipulation:** Here, we should know whether the text is unfairly manipulating us, based on exaggerated or false views.

(xi) **Judging the writer's credibility:** It means identifying whether the writer represents different points of view and has satisfactory information on the topic or subject s/he has presented.

**Thinking Critically as a Writer**

When drafting essays, assignments or stories, we need to be a critical thinker. We should objectively review what we have written. We have to be our toughest reader-critic. For this, we may ask:

- (i) Whether the ideas included are clear and logical?
- (ii) Whether the opinions are well-developed and well supported?
- (iii) Whether the writing reflects the core beliefs in a considered, well-thought of way?

To become a reflective person, we need to know the following issues:

- (i) **Learn to differentiate fact from opinion:** A fact remains the same always. Facts have been verified by research and generally accepted by everyone. Tigers are wild animals and cows are domestics are facts. There are different opinions about the killer of John F. Kennedy. Some people say – Lee Harvey Oswald killed him, others say two shooters killed him, and some people even blame the CIA.
- (ii) **Support your opinions with evidence:** Examples and illustrations, statistics, opinions of experts or even experiences of family and friends should be provided to back opinions. The more convincing the evidence means the more likely readers accepting your views as true.
- (iii) **Evaluate the strength of your evidence:** The evidence should support the topic sentence. The information should be included from a reliable source. We must be sure that the experts are unbiased and their research is careful and professional. The sources should be acknowledged. We must develop a critical eye for choosing the best evidence to support

the topic we are writing about. We should look at the writing from the point of view of the reader. We must see the relevance and the clarity as we read along. We must check whether the material is adequate to buttress the arguments or the views are vague. We must check whether our views are too general or we can improve the sentence structure.

- (iv) **Avoid biases and strong emotions:** Prejudices and strong emotional attitudes that may distort the information that you are presenting, especially in argumentative and persuasive essays. Thus, we should check such elements. The writing should be sensitive to gender, caste, racial or religious issues. For examples, we should know the stereotypes like “All girls like pink colour.”

#### ANALYSING AS A STRATEGY

The skill of analysing and synthesizing are needed for effective writing and we must develop them. Analysing, which is more a reading strategy, and synthesizing, which is more a writing strategy, go hand in hand. Analysing involves pulling things apart. Analysing an argument means we need to read it closely and critically. Axelrod and Cooper say analysing arguments involve two categories: Basic Features and Motivating Factors.

The basic features are:

**Issues:** What the writer wishes to address, which means what problems or issues s/he has written about and how the writer defines or frames the issues.

**Position:** The writer’s own views on the issue, which is normally be the ‘Thesis Statement’ of the essay.

**Arguments:** What evidence the writer provides to support his/her position, including facts, examples, statistics and views of experts.

**Counter-argument:** How the writer refutes the opposite point of view – whether s/he concedes to some of the opposing arguments or how strong are the writer’s own views vis-à-vis the view of opponents. Certain factors could be explicitly stated or even implied in the writer’s arguments, called motivating factors.

**Values:** These are moral, ethical or ideological considerations of the writer, which inevitably get included in writings.

**Needs and Interests:** This are the need of the writer to highlight any burning issues in his/her life.

**Priorities/Concerns:** The fears and concerns of the writer would inevitably become his/her priority.

**Read the passages and answer the questions below:**

#### Passage-1

This book, *Animal Liberation*, is about the tyranny of human over non-human animals. This tyranny has caused and today is still causing an amount of pain and suffering that can only be compared with that which resulted from the centuries of tyranny by white humans over black humans. The struggle against this tyranny is a struggle as important as any of the moral and social issues that have been fought over in recent years.

#### Passage-2

This book is an attempt to think through, carefully and consistently, the question of how we ought to treat non-human animals. In the process it exposes the prejudices that lie behind our present attitudes and behaviour. In the chapters that describe what these attitudes mean in practical terms – how animals suffer from the tyranny of human beings – there are passages that will arouse some emotions. These will, I hope, be emotions of anger and outrage, coupled with a determination to do something about the practices described. Nowhere in this book, however, do I appeal to the reader’s emotions where they cannot be supported by reason. When there are unpleasant things to be described it would be dishonest to try to describe them in some neutral way that hid their real unpleasantness. You cannot write objectively about the experiments of the Nazi concentration camp “Doctors” on those they considered “Sub-human” without stirring emotions; and the same is true of a description of some of the experiments performed today on non-humans in laboratories in America, Britain, and elsewhere. The ultimate justification for opposition to both these kinds of experiments, though, not emotional. It is an appeal to basic moral principles which we all accept, and the application of these principles to the victims of both kinds of experiment is demanded by reason, not emotion.

#### CHECK YOUR PROGRESS-2

**Q. 1. What is the main idea of the two passages?**

**Ans.** The main ideas of the two passages are:

- The tyranny of human over other animals.
- The fight against this cruelty is like any of the moral and social issues.
- How we should treat other animals.
- Experiments performed on non-humans are cruel.

**Q. 2. Does the author appeal to people’s emotions?**

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**Ans.** The author appeals to people's emotion by referring to the tyranny by white humans over black humans and the experiments of the Nazi concentration camp "Doctors" on those they considered "Sub-human" without stirring emotions; and the same is true of a description of some of the experiments performed today on non-humans in laboratories in America, Britain, and elsewhere.

**Synthesizing as a Writing Strategy**

Synthesizing means presenting facts, ideas and information collected from various sources and suggesting ways in which these sources have a link. For example, facts from a particular article could be extended in another book; or arguments in one research paper may be contradicted in another source. According to Alexrod and Cooper, when we synthesize material from different sources, we develop a talk among various sources and in that conversation we also participate.

Synthesizing is crucial in the process of writing on any topic, especially if you are using multiple resources. To create an effective synthesis, we must read the all material we have collected, albeit superficially; and then focus on the source we have selected as most appropriate for your topic. If we are basing our assignment on multiple source synthesis, we need to pick up relevant arguments/facts from these different articles/books and perhaps a quotation or two as well to describe the points.

**CHECK YOUR PROGRESS-3**

**Q. 1. Select a passage which has an argumentative focus and follows the basic issues and motivating factors which are outlined.**

**Ans.** The following passage has an argumentative focus:

Higher education is very important in our life. It provides more job opportunities. It widens the scope of employment opportunity. For example, a graduate can apply for most of the government job opportunities. A post graduate degree further increases the job opportunities in both public and private sectors. Higher education enhances knowledge. In school, we study about all subjects and they are not extensive, but in high education we study extensively about a specific subject. It makes us expert in a specific field. Higher education increases the confidence level of a person. It makes us more responsible in whatever we do. We take proper decision and implement them. Higher education improves our communication skills. In higher education students are required to more written assignments, work in groups and participate in discussions. All this lead to excellent written communication, speaking skills, and

group communication. Studies have found that people with higher education are better in critical thinking and decision making. They are taught to ask questions, reflect and analyze – all critical skills for later success. When an entire society is highly educated, productivity increases, average income increases and unemployment decreases. This leads to the economic growth and stability of the country. Thus, higher education has both personal and social benefits.

**Basic Issues:** The importance of higher education. It has various benefits for an individual and the society.

**The Motivating Factors:** Higher education makes a person a better individual.

**Values:** Higher education has both personal and social benefits.

**Needs and Interests:** Productivity and average income increase.

**Priorities should be:** Higher education.

**Q. 2. Write an essay on any topic of your choice which follows an argumentative framework.**

**Ans. Title:** Democracy is the best form of government

Democracy is a form of government in which the people have the authority to select their governing legislators. The notion of democracy has evolved over time considerably. There are two types of democracy – direct and representative. In a direct democracy, the people directly deliberate and decide on legislation. In a representative form of democracy, the people elect representatives to deliberate and decide on legislation.

Democracy is the best form of government for the following reasons: This system of government provides the kinds of freedom necessary for all round development and growth of the citizens. A democratic government depends on the wishes of the people who rule. Thus, it is a more accountable form of government. A democracy requires that the rulers have to attend to the needs of the people. It is a form of government in which rulers are elected by the people. It is based on free and fair election and those currently in power have a fair chance of losing. In democracy, the final decision making power rests with those elected by the people. A democratic government rules within the limits set by the laws of the land. A democratic decision involves many people, discussions, consultations and meetings. All these take time, but reduce the chances of rash or irresponsible decisions which further improves the quality of decision-making. In a diverse society, people are bound to have differences of opinions and interests. To iron out these differences, democracy is the only known solution as there is no permanent winner and no permanent loser. Democracy is based on the