



SREENIVASA INSTITUTE OF TECHNOLOGY AND MANAGEMENT STUDIES
(AUTONOMOUS)

QUESTION BANK

Year / Semester: **III B.Tech VI Semester**

Regulation: **R23**

Subject and Code: **Academic Writing & Public Speaking & 23OSH361E**

SYLLABUS

UNIT-I Introduction to Academic Writing

Introduction to Academic Writing –Essential Features of Academic Writing – Courtesy– Clarity– Conciseness–Correctness–Coherence–Completeness–Types–Descriptive, Analytical, Persuasive, Critical writing

UNIT-II Academic Journal Article

Art of condensation-summarizing and paraphrasing-Abstract Writing, writing Project Proposal, writing application for internship, Technical/Research/Journal Paper Writing – Conference Paper writing - Editing, Proof Reading – Plagiarism

UNIT-III Essay & Writing Reviews

Compare and Contrast –Argumentative Essay– Exploratory Essay–Features and Analysis of Sample Essays – Writing Book Report, Summarizing, Book/film Review- SoP.

UNIT-IV Public Speaking

Introduction, Nature, characteristics, significance of Public Speaking – Presentation –4Ps of Presentation–Stage Dynamics–Answering Strategies–Analysis of Impactful Speeches- Speeches for Academic events

UNIT-V Public Speaking and Non-Verbal Delivery

Body Language–Facial Expressions–Kinesics–Oculesics–Proxemics–Haptics–Chronomics- Paralanguage-Signs

Max Marks: 10

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Unit I: (Introduction to Academic Writing)			
1	1	Explain the essential features of Academic Writing in detail.	L4
2	1	Discuss the importance of Courtesy and Clarity in Academic Writing with examples.	L4
3	1	Explain Conciseness and Correctness in Academic Writing with suitable examples.	L4
4	1	Differentiate between Coherence and Completeness with examples.	L4
5	1	Analyse the characteristics of Descriptive and Analytical Writing.	L4
6	1	Compare and contrast Persuasive and Critical Writing.	L4
7	1	Explain the structure of Academic Writing with reference to essays and reports.	L3
8	1	Evaluate the role of the 6 C's in improving Academic Writing quality.	L5
9	1	Analyse how academic writing differs from general writing.	L4
10	1	Discuss the importance of objectivity and formality in Academic Writing.	L3
11	1	Critically examine the role of planning and logical organization in Academic Writing.	L5



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Unit II: (Academic Journal Article)			
1	2	Explain the steps involved in writing an effective summary and discuss its importance for engineering students.	L4
2	2	Elaborate on the structure of a Research/Technical paper, highlighting the significance of each section.	L4
3	2	"An abstract is the first and most important part of a project." Justify this statement and explain its standard structure.	L5
4	2	Prepare a project proposal for a "Smart Traffic Control System," following the formal structure including objectives and methodology.	L6
5	2	Analyze the different types of plagiarism and suggest practical strategies for students to ensure plagiarism-free writing.	L4
6	2	Compare and contrast the purpose and style of a Project Proposal, an Internship Application, and a Research Paper.	L4
7	2	Discuss the methodology of paraphrasing complex technical ideas without losing the original meaning. Provide an example.	L3
8	2	Critically evaluate the roles of Editing and Proofreading in the final stages of academic journal article preparation.	L5
9	2	Draft a formal internship application letter for a third-year B.Tech student seeking training in software development.	L6
10	2	Explain the basic structure of a Conference Paper and discuss why presenting at conferences is valuable for B.Tech students.	L4
11	2	Describe the "Art of Condensation" and demonstrate how summarizing and paraphrasing serve as its core techniques.	L3



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Unit III: (Essay & Writing Reviews)			
1	3	Analyze the structure and essential components of an Argumentative Essay and explain how it differs from other academic essays.	L4
2	3	Apply the principles of argumentative writing to draft a structured outline on “AI in Engineering Education.”	L3
3	3	Compare and contrast Argumentative and Exploratory Essays with suitable academic examples.	L4
4	3	Demonstrate how to write an effective counter-argument and rebuttal in an argumentative essay.	L3
5	3	Evaluate the effectiveness of evidence and logical reasoning in strengthening an argumentative essay.	L5
6	3	Analyze the structure and writing style of an Exploratory Essay with suitable illustrations.	L4
7	3	Apply the steps involved in writing a clear and concise academic summary of a technical passage.	L3
8	3	Critically evaluate the differences between a Book Report and a Book/Film Review.	L5
9	3	Analyze the structure and academic significance of a Statement of Purpose (SoP).	L4
10	3	Demonstrate the process of writing a Book Report with proper organization and coherence.	L3
11	3	Apply the guidelines of review writing to compose a structured review of a technical book or film.	L3



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Unit IV: (Public Speaking)			
1	4	Analyze the principles of effective academic writing and explain their importance for engineering students.	L4
2	4	Apply the strategies of organizing ideas logically in academic essays and technical reports.	L3
3	4	Analyze the structure of a formal presentation and explain how introduction, body, and conclusion contribute to clarity.	L4
4	4	Demonstrate how coherence and cohesion improve the quality of academic writing.	L3
5	4	Evaluate the role of critical thinking in academic and professional communication.	L5
6	4	Analyze the importance of clarity, conciseness, and correctness in academic writing.	L4
7	4	Apply techniques to overcome stage fear and improve confidence in public speaking.	L3
8	4	Critically evaluate the impact of effective presentation skills in academic and workplace contexts.	L5
9	4	Analyze the role of audience awareness in designing an effective technical presentation.	L4
10	4	Demonstrate the process of preparing and delivering a seminar presentation.	L3
11	4	Apply appropriate language and tone in formal academic and professional communication.	L3



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S.No.	CO	Questions	BT
Unit V: (Public Speaking and Non-Verbal Delivery)			
1	5	Analyze the importance of Body Language in academic presentations and professional communication.	L4
2	5	Apply the principles of effective facial expressions and eye contact during viva and interviews.	L3
3	5	Analyze the concept of Kinesics and explain its relevance in explaining technical concepts.	L4
4	5	Demonstrate how Oculesics and Proxemics influence audience perception during public speaking.	L3
5	5	Evaluate the role of non-verbal communication in enhancing employability skills of engineering students.	L5
6	5	Analyze the importance of Chronemics and time management in academic and professional settings.	L4
7	5	Apply the principles of effective Paralanguage in delivering a technical seminar.	L3
8	5	Critically evaluate the impact of improper body language and vocal elements in interviews.	L5
9	5	Analyze the role of Haptics and professional etiquette in workplace communication.	L4
10	5	Demonstrate how visual signs and symbols contribute to effective technical communication.	L3
11	5	Apply non-verbal communication strategies to improve overall presentation effectiveness.	L3

Note: L1-Remembering, L2-Understanding, L3-Applying, L4-Analyzing, L5-Evaluating, and L6-Creating



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Instruction to Faculty Members:

The Six Levels of Bloom's Taxonomy:

1. **Remembering:** Retrieving, recognizing, and recalling relevant knowledge from long-term memory (e.g., list, define, name, locate).
2. **Understanding:** Constructing meaning, explaining ideas, or concepts (e.g., summarize, interpret, classify, compare).
3. **Applying:** Using information in new situations or implementing procedures to solve problems (e.g., solve, use, demonstrate, implement).
4. **Analyzing:** Breaking material into constituent parts, determining how the parts relate to one another and to an overall structure (e.g., contrast, categorize, distinguish, diagram).
5. **Evaluating:** Making judgments based on criteria and standards through checking and critiquing (e.g., judge, critique, justify, defend, argue).
6. **Creating:** Putting elements together to form a coherent or functional whole; reorganizing elements into a new pattern or structure (e.g., design, construct, develop, formulate).