



MACHAKOS UNIVERSITY

University Examinations 2017/2018

SCHOOL OF HUMANITIES AND SOCIAL SCIENCE

DEPARTMENT OF LINGUISTICS AND LANGUAGES

**SECOND YEAR FIRST SEMESTER EXAMINATION FOR DIPLOMA IN
EDUCATION ARTS**

AEN 0202: WRITING SKILLS IN ENGLISH

DATE: 18/12/2017

TIME: 8:30 – 10:30 AM

INSTRUCTIONS

Answer Question One and Any Other Two Questions

1. a) Write a descriptive essay of not more than 350 words on either: (15 marks)
 - i) The importance of 'Writing Skills' course to you as a university student.
 - ii) A house divided can never stand

Remember to include;

 - i) an outline
 - ii) An introduction, well organized paragraphs and an effective conclusion.
- b) Write a paragraph of not less than SIX sentences. Ensure your paragraph displays the following (12 marks)
 - i) Topic sentence
 - ii) Unity
 - iii) Details and examples
 - iv) Coherence and transition
- c) Explain the following terms citing examples: (3 marks)
 - i) word choice
 - ii) Dictionary and thesaurus work
 - iii) Proof reading

2. Explain the following parts of a business letter (20 marks)
- i) Logo
 - ii) Letterhead
 - iii) Addresses
 - iv) Date
 - v) Salutations
 - vi) Heading
 - vii) Body paragraphs
 - viii) Complimentary details
 - ix) Sender's Signature
 - x) Designation or department
 - xi) Enclosure
 - xii) Copies Circulated
3. Write notes on each of the following type of essays. (20 marks)
- i) Narrative essays
 - ii) Descriptive essays
 - iii) Expository essays
 - iv) Argumentative essays
4. Members of the School of Education at Machakos University have just completed a meeting. The agenda items included: organizing an exhibition day at MU, a trip to Masai Mara National park and preparations for the 2017 graduation ceremony. As a secretary to the committee, draft the minutes of the meeting. (20 marks)
5. Using specific examples write a summary on each of the following:
- i) Conventions in Academic writing
 - ii) Reports
 - iii) Research paper
- (20 marks)