



CHRISTIAN SERVICE UNIVERSITY COLLEGE KUMASI

FACULTY OF HUMANITIES DEPARTMENT OF COMMUNICATION STUDIES BAC/BBA/BTH/BSC

End-of-First Semester Examination (January School), 2019/2020 Academic Year

Level 100/200

CSUC 101: WRITING SKILLS I

June, 2020 100% (70 MARKS)

SUBMISSION: *This will be determined by the examination unit.*

INSTRUCTIONS TO CANDIDATES

1. This take-home paper is made up of two sections – A and B.
2. Marks will be awarded for clarity of expression (grammar) and logical presentation of facts.
3. Write your index number clearly at the top of the question paper.
4. Candidates are expected to answer all questions in Sections A and B.
5. Each sub-question has its own instruction. Candidates are strongly advised to read all sub-instructions carefully.
6. Candidates are advised to write legibly.

Examiner: Dr Edward Owusu

SECTION A

1. *State the part of speech of each of the underlined words (1 mark each) (20 MARKS)*

To Elbow (1973), the most effective way to improve one's writing is to do freewriting exercises regularly. He argues that the first and most basic step to improved writing is freewriting. Freewriting simply means that for ten (10) minutes you write without stopping (Elbow, 1973). The idea is not to produce a polished piece of writing, but to simply get in the habit of writing without censoring and editing. Thus, the writer should not focus on his faults; and also, correct spelling and punctuation should not be considered. "The goal of freewriting is in the process, not the product." The process is the continuous writing without focusing on one's mistakes.

- | | | |
|----|-------------|-------|
| a. | Elbow | _____ |
| b. | Effective | _____ |
| c. | To | _____ |
| d. | Regularly | _____ |
| e. | Freewriting | _____ |
| f. | Means | _____ |
| g. | Polished | _____ |
| h. | You | _____ |
| i. | The | _____ |
| j. | A | _____ |
| k. | But | _____ |
| l. | Simply | _____ |
| m. | Without | _____ |
| n. | Writer | _____ |
| o. | And | _____ |
| p. | Considered | _____ |
| q. | Continuous | _____ |
| r. | Focusing | _____ |
| s. | On | _____ |
| t. | One's | _____ |

2. State the sentence pattern of each of the following sentences (2marks each).

For example: Kofi killed a snake. _____SVO_____

- a. Kofi is in the car. _____
- b. Ama is a lawyer. _____
- c. The snake died. _____
- d. Kuma caught the fish. _____
- e. Osei proved her a fool. _____
- f. Ed gave her costly gifts _____
- g. Fremah goes there always. _____
- h. Tina is beautiful. _____
- i. Edem washes the car. _____
- j. Always, Adongo beat the girl. _____

3. Fill in the blank spaces with the correct verb forms.

	<u>To infinitive</u>	<u>Present form</u>	<u>Past form</u>	<u>Past Participle form</u>
a.	To write	write (s)	_____	_____ (2 marks)
b.	To hurt	hurt (s)	_____	_____ (2 marks)
c.	To man	man (s)	_____	_____ (2 marks)
d.	To sit	sit (s)	_____	_____ (2 marks)
e.	To cut	cut (s)	_____	_____ (2 marks)
f.	To have	have/has	_____	_____ (2 marks)
g.	To do	do(es)	_____	_____ (2 marks)
h.	To be	am/is/are	was/were	_____ (1 mark)

4. Pluralize the nouns below: (1 mark each)

- a. Sheep _____
- b. Chief _____
- c. Wife _____
- d. Basis _____
- e. Datum _____

5. *Derive an adjective each from the words below by adding the appropriate suffix:
(1 mark each)*

- a. Addition _____
- b. Avoid _____
- c. Dust _____
- d. Circle _____
- e. Style _____

Select the correct verb form (from the items in the bracket) to fill the blank space in the sentences below: (1 MARK EACH)

- 6. The **pages** _____ held together by a staple. (is, are)
- 7. The message between the lines _____ that we need to finish before Monday. (is, are)
- 8. The case of champagne bottles _____ for the year-end party. (is, are).
- 9. Either Mary or the stewards _____ manning the info desk at the conference. (is, are)
- 10. Elize and Raveshan _____ our new project managers. (is, are)
- 11. Pap and wors _____ my favourite meal. (is, are)
- 12. The creator and distributor of the software _____ Energex Ltd. (is, are)
- 13. Each of our staff members _____ to fill in an evaluation form. (has, have)
- 14. Anyone who _____ a day off in lieu of overtime must still fill out a leave form. (has, have)
- 15. Someone _____ left a coffee cup on the glass of the photocopy machine. (has, have)
- 16. None of us _____ to admit to being behind on filing. (want, wants)
- 17. Posters of this nature _____ distasteful. (is, are)
- 18. *Kente* is one of the new words that _____ gaining acceptance in English. (is, are)
- 19. Either your sisters or I _____ going home. (is, am, are)
- 20. It is I who _____ to blame for negligence. (is, am, are)

21. Are you the teacher who _____ my son? (like, likes)
22. Neither you, nor I nor anyone else _____ where the book is hidden. (know, knows)
23. A good knowledge in English, Fante and French _____ required for this position. (is, are)
24. Rice and beans _____ my favourite foods. (is, are)
25. More than one candidate _____ failed the test. (has, have)

SECTION B:

COMPREHENSION (15 MARKS) Time Allowed: 1 HOUR

Read the passage below carefully and answer the questions that follow:

DIVERTED ATTENTION

"Her hands are like icicles on the horizon," he said and took a drag of coffee. She nodded blankly at him, barely registering the observations that swayed his tongue and flavored his mouth. "Do you see how she's shaking?" he asked, not taking his eyes off the porcelain doll ordering dinner across the room. He fumbled down **distractedly** to the table, found his plate, and devoured a fry in the half-reflective way that dressed all his actions. To this, she murmured a vague, "mm hmm...." It was enough of a reply to fill the empty space he controlled over the table, but still enough to be noncommittal and inattentive. She reached through the maze of their cups and plates to spear a french-fry on his plate. She shifted her weight. The chair rocked under her, threatening her already uncertain balance and attempted grace in one blow. She shifted the feet of the chair, hoping to find some sort of **equilibrium**, but again the seat rocked under her, still **precarious**.

"Look at the angles to her face," he went on, working his words around mouthfuls. His eyes never wavered in their stiff critical stare of wonderment and interest. "There's just something about her that screams **vulnerability**." "Hmm." She swallowed the hot, gritty remains of her tea. Her cup clunked as it hit the table, jolting the settled objects, but his attention never strayed from the Raphael-wonder. She picked up her croissant, then lowered it back to her plate seeing the tanned

lines of her knuckles holding her fingers in place. She turned her palm up and followed the trained lines that traced her **destiny**. "You really have to wonder about people like that," he **continued** in the silence. "How they think, how they feel, how they see the world. Don't you ever just wish you could go up and introduce yourself to a stranger and learn their entire life's story?"

She repossessed her croissant and took a voice-saving mouthful, nodding her head disjointedly in case he possessed the consciousness to glance at her tongue-trapped tangle on the other side of the table. She sneakily slid her feet out of her shoes and flexed her toes in their freedom under the tablecloth tiered table. The ache retched in her bones and her thoughts drowned in the haze of mid-stride wonderment, but not before the emptiness and pain of dismissal.

"I guess it's time to go," he said finally, still not moving his unblinking eyes or shifting his stranger-struck body. She mumbled affirmative and followed through with her purse. The crowded bag jostled against her hand in the fruitful search for cash. Dumping the entire contents out for the finding and usage of a pen, she scrunched up her eyebrows, figuring out the totaled halves. "Mind getting this one for me?" he asked, raising himself up to gather his belongings before heading out the door. Still his attention wandered over to the daisy, blooming at the opposite table. "This was fun. Let's get together again sometime soon, okay?" She fell back in her seat, drowning in the whirlpool of inattention. Establishing their funds, she turned to see herself in the shadowy glass window reflection, and saw herself fading away.

QUESTIONS:

1. In the first line of the second paragraph, what is the figure of speech used in the structure, 'His eyes never wavered...? (2 MARKS)
2. Why did she put the croissant back to the plate? (2 MARKS)
3. What did she do when they boy said, "I guess it's time to go?" (2 MARKS)
4. Where is the setting of the story? (1 MARK)
5. Did they pay for their meals? Quote a sentence to support your answer. (2 MARKS)
6. For each of the following words highlighted in the passage, give another word or phrase that means the same and which can replace it in the passage

- a) Distractedly (1 MARK)
 - b) Destiny (1 MARK)
 - c) Equilibrium (1 MARK)
 - d) Precarious (1 MARK)
 - e) Vulnerability (1 MARK)
7. In not more than five lines, briefly retell the story. (3 MARKS)
8. **Continued**
- a) What part of speech is this word? (1 MARK)
 - b) What is its function in the passage? (2 MARK)

SUMMARY - (10 MARKS)

Read the passage below carefully and answer the summary tasks that follow:

JEANS

The world is in the grip of blue-jeans frenzy. Once the no-nonsense work trousers of farmers, foresters and miners - and a few others - jeans now strut, stride, stroll and slouch everywhere. Jeans are equally at home, in places, and at parties and discotheques. University campuses from Tokyo to Nairobi are so awash in a sea of unisex jeans that one might suspect they are compulsory wear. The world's most popular trousers are today manufactured in every continent, and world-wide production is heading towards the thousand-million-pairs-a-year mark.

QUESTIONS:

- 1. In **one sentence**, state who wears jeans. (2 MARKS)
- 2. In **one word**, state who wears jeans. (2 MARKS)
- 3. In **one phrase**, state the occasions on which people wear jeans. (2 MARKS)
- 4. In **one sentence**, state the occasions on which people wear jeans. (2 MARKS)
- 5. In **one phrase**, state where jeans are manufactured. (2 MARKS)