

BOWEN UNIVERSITY, IWO, OSUN STATE

COLLEGE OF LIBERAL STUDIES

ENGLISH PROGRAMME

2019/2020 FIRST SEMESTER EXAMINATION

COURSE TITLE: AN INTRODUCTION TO ENGLISH COMPOSITION

COURSE CODE: ENG 105

TIME ALLOWED: 2 Hours

UNIT: 2

DATE: JANUARY/FEBRUARY, 2020

INSTRUCTION: Answer question 1 and any other two.

1. (a) Explain five principles of writing. (15 marks)
(b) With relevant illustration, differentiate between formal and informal letters. (15 marks)
2. (a) What is a paragraph? (5 marks)
(b) Develop a topic sentence and identify its parts (15 marks)
3. (a) What is 'outlining' in composition writing? (5 marks)
(b) Discuss five strategies for developing a topic sentence and develop one topic sentence, using one of the strategies. (15 marks)
4. (a) As a secretary to your club or organization, write a notice of meeting to members. (8 marks)
(b) Identify the items you will include in the minutes of your meeting in (a) above. (12 marks)
5. (a) Itemise the format of a memorandum. (5 marks)
(b) As the Head of a unit in an establishment, write a memorandum to the Director of Works in the establishment, requesting him to send officers from his unit for the repairs of specific gadgets in your office. (15 marks)