

UNIT—IV

(Writing Skills)

7. (a) What purpose does documenting serve?
Briefly discuss the features of a good document. 1+4=5

Or

- (b) What is a report? Explain the steps involved in report writing. 1+4=5

8. (a) Make notes from the following passage using headings, sub-headings and recognizable abbreviations : 5

In 1851, the British government invited the world to a 'Great Exhibition' of industrial products and machinery, held in London's Hyde Park in a purpose-built palace of steel and glass. The Crystal Palace exhibition was a celebration of the new industrial age and of Britain's undisputed primacy among the emerging industrial nations. It was the first great party to celebrate

the emergence of a new social and economic system which was destined to revolutionize life on this planet—the system we know today as capitalism.

The 'Oxford English Dictionary' traces the first reference to the word capitalism in the writings of William Makepeace Thackeray in 1854, three years after the Great Exhibition and at least fifteen years before capitalism's best-known critic, Karl Marx, began to use the term. But capitalism did not begin in the mid-nineteenth century. It pre-dates the industrial revolution, for there were commercial capitalists long before there were factory owners, and there was widespread wage labour long before there was an industrial workforce.

Modern capitalism has its roots in trade, roots which lie deep in the soil of European history. As far back as the